

# **CHIEF OF NAVAL EDUCATION & TRAINING**



## **FISCAL YEAR 2000 OCCUPATIONAL SAFETY AND HEALTH SELF-ASSESSMENT**

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**DEPARTMENT OF THE NAVY**  
**CHIEF OF NAVAL EDUCATION AND TRAINING**  
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## **FOREWARD**

The fiscal year 2000 Chief of Naval Education and Training Safety and Occupational Health Annual Self-Assessment provides a comprehensive evaluation of our Safety and Occupational Health Program and details our improvement strategies.

This Assessment, with its associated improvement strategies, is approved.



## EXECUTIVE SUMMARY

**Self-Assessment** - We have difficulty in capturing and consolidating common problems identified in activity self-assessments because there is too much data to review (in excess of 100 separate self-assessments, each approximately 30-40 pages in length). We need to develop a quicker means of capturing this data, possibly by identifying a set of critical metrics. This would provide a more efficient means of evaluating the effectiveness of subordinate activity OSH programs.

This is the first year that CNET has attempted to define how we meet all the requirements levied upon us by OPNAVINST 5100.23E. Previous self-assessments were limited to a review of mishap data, worker's compensation costs, and results of oversight inspections. We anticipate this self-assessment being continually improved upon. Next year's assessment will include the use of critical metrics that will allow us to evaluate the effectiveness of specific elements of the CNET OSH program, and will better summarize common problems identified in activity self-assessments.

**Evaluations** - Approximately 330 man-days were required to meet the scheduled and unscheduled OSH Management Evaluation, Training Safety Evaluation, and Firefighter Trainer Certification requirements. This limited our ability to initiate projects and implement strategies to assist activities in improving their Occupational Safety and Health Programs.

Analysis revealed that personnel were conducting evaluations at activities within the same geographical area at different times. Also, comprehensive occupational safety and health evaluations were being conducted at very small, low risk activities. Addressing these areas could reduce travel requirements and allow increased time for technical assistance visits or developing strategies for future program improvements.

**Resources** - During regionalization within the Pensacola area, Safety and Occupational Health (SOH) Managers were transferred from Naval Education and Training Professional Development and Technology Center (NETPDTC) and Naval Technical Training Center (NAVTECHTRACEN) Pensacola onto the staff of the Commander, Navy Region Pensacola. Prior to this transfer, these SOH Managers not only performed all duties required by OPNAVINST 5100.23E within their commands, but also provided consultation and oversight

functions for their widely dispersed detachments. Without the requisite SOH expertise on their staffs the commanding officers were unable to perform these functions, so the CNET safety office absorbed them. We need to identify a means to resource these commanding officers in order for them to perform these functions.

**Training** - In an effort to cope with a flat, if not reducing budget, CNET has undertaken an initiative to convert formal courses from the traditional instructor/classroom delivery to distributed learning (i.e., web-based, web-enabled, or video tele-training). This process supports CNET's mission, which is to **TRANSFER MORE KNOWLEDGE TO MORE SAILORS FASTER AND AT LESS COST**.

Four NAVOSH courses have been approved, and are in varying stages of conversion to web-based delivery. Five additional NAVOSH courses are being considered for conversion through purchase of commercial off-the-shelf web-based training products. We will continue our pursuit of identifying and prioritizing new web-based or web-enabled commercial off-the-shelf (COTS) training products to replace or compliment existing formal NAVOSH courses.

**Mishap Prevention** - The Total Case Rate (Using Worker's Compensation Data) for civilian mishaps within the NAVEDTRACOM was 3.5 in FY00, a 15.66% decrease from the FY90 baseline.

The Lost Time Case Rate (Worker's Compensation Data) for civilian mishaps within the NAVEDTRACOM was 2.06 in FY00, a 31.79% decrease from the FY90 baseline.

*Note: The following data is obtained from NAVEDTRACOM quarterly mishap reports. The most likely reason that the data is higher than that obtained from Worker's Compensation Data is because Form CA-1's are not always submitted to the Department of Labor for all civilian mishaps (if no medical treatment or lost time occurred).*

The Total Case Rate (Using CNET Quarterly Mishap Reports Data) for civilian mishaps within the NAVEDTRACOM was 5.6 in FY00. 79% (58 of 73) activities reported no mishaps, 9.1% reported decreased rates, while 10.4% reported increased rates.

The Lost Time Case Rate (Using CNET Quarterly Mishap Report Data) for civilian mishaps within the NAVEDTRACOM was 1.85% in FY00. 73% of activities (53 of 73) reported no mishaps, 16% (11 of 73) reported decreased rates, while 1% (3 of 73) reported increased rates.

The Total Case Rate for Non-Appropriated Fund employees within the NAVEDTRACOM was 13.2 in FY00. 14% of activities (1 of 7) reported no mishaps, 72% (5 of 7) reported decreased, while 14% (1 of 7) reported increased rates.

The Total Case Rate for military on-duty mishaps was 3.72 in FY00. 22% of the activities (16 of 37) reported no mishaps, 32% (23 of 73) reported decreased rates, while 46% reported increased rates.

The Total Case Rate for military off-duty mishaps was 1.58 in FY00. 13% of activities (10 of 73) reported no mishaps, 61% (45 of 73) reported decreased rates, while 24% (18 of 73) reported increased rates.

We will continue to assist our activities to achieve a reduction in mishaps.

**Safety Awards** - CNET has not established a claimancy safety awards program in line with CNO Award criteria to recognize respective nominees. Our involvement with safety awards has been limited to endorsing CNO safety award packages submitted by subordinate activities, and recommending CNET nominees for the SECNAV Safety Award. We will establish a CNET safety awards program complimenting existing programs.

**Customer Focus**. Each safety office member is assigned a customer base. They are responsible for making frequent, proactive contact with their activities via e-mail and telephone. Dividing the subordinate activities into smaller customer segments (splitting them among safety office staff) greatly enhances our ability to maintain personal contact with, and provide consultation services to our customers. However, we do not have a mechanism in place to document the time spent providing these services, or to identify if there are common problems/questions across the claimancy that need to be addressed through other means. We will develop a means to correct this weakness.

**Ergonomics** - OSHMES revealed that numerous activities are not conducting WMSD analysis', as part of the annual workplace inspections, in order to identify and reduce or eliminate risk factors, and thereby possibly reducing the number of ergonomic related injuries/illnesses. We will provide training on the proper way to conduct a WMSD analysis.

## EVALUATIONS

*Evaluate the results of mishap prevention efforts; Review the activity self-evaluation and the quality, effectiveness and implementation of the activity self-assessment improvement plan; Review compliance with NAVOSH program requirements; Evaluate the results of Federal Employees' Compensation Act (FECA) cost reduction efforts (OPNAVINST 5100.23E, paragraph 0904).*

**PROCESS.** All CNET activities are on a triennial schedule for Occupational Safety and Health Management Evaluations (OSHMES), and Training Safety Surveys and Firefighter Trainer Certifications, if applicable. Approximately four months prior to the beginning of the next fiscal year, a tentative schedule is developed and published as a CNET Notice. Several months prior to the scheduled evaluation, the activity is contacted to verify the evaluation date. An announcement letter is forwarded to the activity 90 days prior to the scheduled evaluation, providing written confirmation and requesting advance information. Upon completion of the evaluation, a formal report of findings and recommendations is provided to the activity. All recommendations are tracked through quarterly Implementation Status Report submittals, until corrected.

Section 0904 of OPNAVINST 5100.23E requires headquarters commands to conduct evaluations of NAVOSH program effectiveness of subordinate commands and activities a minimum of every 3 years and lists specific areas to evaluate. The OSH Management Evaluation concentrates on the four areas we are required to evaluate: mishap reduction efforts, compliance with OPNAVINST 5100.23E, effectiveness and implementation of the activity NAVOSH self-assessment, and worker's compensation cost reduction efforts. During Fiscal Year 2000, the following OSH Management Evaluations were conducted:

NAS Kingsville	18-22 OCT 99
NMITC	01-03 NOV 99
SCOLMUSIC	03-05 NOV 99
NAVTECHTRACEN Det Goodfellow AFB	06-10 DEC 99
NAMTRAGRU Pensacola	10-14 JAN 00
NAVTECHTRACEN Pensacola	06-10 MAR 00
NAMTRAGRU Det LeMoore	13-17 MAR 00
NAVTECHTRACEN Det Ft Huachuca	03-05 APR 00
NAMTRAGRU Det Ft Huachuca	05-07 APR 00
NETPDTC	15-19 MAY 00
NAMTRAGRU Det Whidbey Island	22-26 MAY 00
NAMTRAGRU Det North Island	05-09 JUN 00
TRITRAFAC Kings Bay	05-09 JUN 00
NAVSTA Ingleside	19-23 JUN 00
MINEWARTRACEN	19-23 JUN 00



NAVAVSCOLSCOM	26-30 JUN 00
EDOSCOL	24-25 JUL 00
NAVSCOLCECOFF	25-27 JUL 00
NAVCONSTRACEN Port Hueneme	24-28 JUL 00
NAVCONSTRACEN Det Sheppard AFB	07-11 AUG 00
DANTES	21-25 AUG 00
NETSAFA	11-15 SEP 00
NAVSUBTRACENPAC	18-22 SEP 00
NAVSUBTRACENPAC Det San Diego	25-29 SEP 00
NAMTRAGRU Det Tinker AFB	25-29 SEP 00

*\*NAS Meridian was scheduled for an OSH Management Evaluation; however, the safety manager's position was vacant, so the OSHME was delayed. A Technical Assist Visit was scheduled for January 2001.*

The following unscheduled OSH Technical Assist Visits were conducted:

NAVSCOLEOD	4-7 OCT 99
NAVSCOLEOD	5-8 SEP 00
NAVCONSTRACEN PT HUENEME	28 FEB - 3 MAR 00
NMITC	15-17 MAY 00

The following follow-on OSH Management Evaluations were conducted:

NAVSUPCORPSCOL	14-16 AUG 00
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**ANALYSIS.** Approximately 190 man-days were required to meet both the scheduled and unscheduled OSH Management Evaluation requirements.

### **RECOMMENDATIONS.**

**00-001.** Modify the OSH Management Evaluation process commensurate with the size and risk level of work performed by the activity.

**00-002.** Increase the use of the activity annual OSH self-assessment to allow focusing the OSH Management Evaluations to specific processes, thereby reducing the time required to conduct.

**00-003.** Where feasible, combine the OSH Management Evaluations of activities within the same geographic area.

**Conduct triennial Training Safety Evaluations of all activities conducting CNET high and moderate risk formal courses (CNETINST 1500.20D).**

**PROCESS.** Training Safety Evaluations are conducted in conjunction with OSH Management Evaluations at those NAVEDTRACOM activities conducting moderate and/or high-risk courses of instruction. CNETINST 1500.20D requires CNET to conduct scheduled safety evaluations of commands teaching high/moderate risk courses on a three-year cycle. A CNETNOTE is issued each fiscal year to provide the annual schedule.

The evaluation consists of an administrative review of the activity instructor qualification and certification records, curricula safety, Training Safety Officer duties, medical screening procedures, and pre-mishap plans. The evaluation team also conducts student interviews, inspects training equipment and facilities, and observes the conduct of moderate and high-risk training evolutions. During fiscal year 2000, the following Training Safety Evaluations were conducted:

FLETRACEN San Diego	13-17 DEC 99
NAVCONSTRACEN Det Ft Leonard Wood	10-14 APR 00
TRITRAFAC Kings Bay	05-09 JUN 00
MINEWARTRACEN	19-23 JUN 00
NAVAVSCOLSCOM	26-30 JUN 00
NAVCONSTRACEN Port Hueneme	24-28 JUL 00
COMHSWINGLANT	14-18 AUG 00
SPECWARCEN Det Little Creek	14-18 AUG 00
EWGTGLANT	21-25 AUG 00
NAVSUBTRACENPAC	18-22 SEP 00
NAVSUBTRACEN Det San Diego	25-29 SEP 00

*\*Four unscheduled training safety evaluations were conducted:*

*NAVAVSCOLSCOM was scheduled to receive a follow-up visit from their March of 1998 evaluation; however, the Commanding Officer requested a full evaluation be conducted.*

*MINEWARTRACEN's evaluation was conducted one year early in an effort to conduct it in conjunction with an already scheduled evaluation of NAVSTA Ingleside.*

*FLETRACEN requested a special training safety evaluation be conducted of the Visit, Board, Search and Seizure (VBSS) Course conducted at FLETRACEN San Diego.*

*NAVSUBTRACENPAC requested they be evaluated early in order to fall in line with their detachment, NAVSUBTRACENPAC Det San Diego.*

**ANALYSIS.** Approximately 77 man-days were required to meet the Training Safety Evaluation requirements.

The majority of the Training Safety Evaluation is a compliance-based review of administrative requirements, and does not take advantage of other less intrusive means of verifying the condition of the program, i.e., self-assessments. The use of a self-assessment to verify compliance with administrative requirements may allow the evaluation team more time to concentrate on observing the actual conduct of moderate and high

risk training evolutions, with the goal of recommending methods for reducing the frequency of mishaps, as applicable.

Within the previous two years, we have seen an increase in the amount of activities that are conducting CNET high and moderate risk courses. This is directly attributable to the CNET initiatives to bring training to the fleet, i.e., Homeport Training, and Non-Traditional Training. Along with this increase, came an increase in the workload to conduct Training Safety Evaluations.

Previous policy has been to allow CNET (Officer Training and Education Division) to act as an Echelon 3 command for all NROTC and NJROTC Units, including safety oversight, because the CNET safety office was not staffed to take on this workload. Class A and B mishaps during NROTC sponsored events (CORTRAMID) and NJROTC sponsored events (PRT, Leadership Academy) have caused us to reevaluate this position. The CNET safety office is now actively involved in the planning phase of CORTRAMID, and has placed CORTRAMID and NJROTC Leadership Academy on the Training Safety Evaluation schedule.

#### **RECOMMENDATION.**

**00-004.** Develop a Training Safety Self-Assessment guide similar to the guide developed for NAVOSH.

***Conduct initial and triennial certifications of all firefighter trainers that are used to conduct CNET formal firefighting training courses (CNETINST 3541.1D).***

**PROCESS.** Firefighter Trainer Certifications are conducted in conjunction with OSH Management Evaluations and Training Safety Surveys at those NAVEDTRACOM activities conducting firefighting courses. We also conduct certifications at non-CNET activities if they are using CNET approved curricula. The purpose of the certification survey is to evaluate the facilities and equipment and determine whether operating procedures and administrative programs are sufficient to ensure a realistic training environment without exposing students to undue hazardous conditions. In accordance with CNETINST 3541.1D, certification surveys are conducted prior to expiration of the current 3-year certification, prior to use of any structure or device for conducting live firefighting training if the device has not previously been certified, and/or when any structure or device has been substantially modified.

Training activities initially acquiring a firefighting capability may not be capable of fully complying with all requirements of the certification program, i.e., instructor certification. In these cases, an interim certification may be granted, which will allow the activity to train for up to 1 year before completing full certification.

The certification consists of observation of firefighting training, assessment of instructor certification program and safety program, a review of training evolution standard operating procedures (SOP), special evolutions SOPs, emergency SOPs, pre-mishap plan, preventive maintenance system records, fuel records, student medical screening, and curricula update procedures. It also includes an inspection of the firefighting training facilities, survey of personal protective equipment, survey of emergency equipment and systems, and witness of communication systems. During fiscal year 2000, the following Firefighter Trainer Certifications were conducted:

French Naval Base Toulon	04-08 OCT 99
NAS Whidbey Island	25-29 OCT 99
FLETRACEN Mayport	06-10 DEC 00
AIR NATIONAL GUARD Gulfport	24-27 JAN 00
TRITRAFAC Kings Bay	05-09 JUN 00
MINEWARTRACEN	19-23 JUN 00
Washington State Fire Academy	17-21 JUL 00
NATTC (Mobile Firefighter Trainer)	10-11 AUG 00
NAVSUBTRACENPAC	18-22 SEP 00
NAVSUBTRACEN Det San Diego	25-29 SEP 00

*\*Firefighting certifications at Toulon, France and Air National Guard, Gulfport, MS were accomplished upon special request. NAVSUBTRACENPAC's evaluation was conducted early, at their request.*

**ANALYSIS.** Approximately 63 man-days were required to meet the Firefighter Trainer Certification requirements. The majority of the Firefighter Trainer Certification is a compliance-based review of administrative requirements, and does not take advantage of other less intrusive means of verifying the condition of the program, i.e., self-assessments. The use of a self-assessment to verify compliance with administrative requirements may allow the evaluation team to shorten the visit, and concentrate on observing the actual conduct of firefighting training evolutions, with the goal of recommending methods for reducing the frequency of mishaps, as applicable.

Within the previous two years, we have seen an increase in the amount of activities that are conducting CNET formal firefighting training courses. This is directly attributable to

the CNET initiatives to bring training to the fleet, i.e., Homeport Training, and Non-Traditional Training. Along with this increase, came an increase in the workload to conduct Firefighter Trainer Certifications. The following is a listing of Firefighter Trainer sites used by the U.S. Navy:

<u>ACTIVITY</u>	<u>TYPE OF TRAINING</u>
ANG Firefighting Facility Gulfport	Aviation
Camp Lejeune Fire Dept Training Facility	Aviation
Fleet Training Center San Diego	Shipboard/Aviation
Mine Warfare Training Center Ingleside	Shipboard
Service School Command Great Lakes	Shipboard
Recruit Training Command Great Lakes	Shipboard
Naval Education and Training Center Newport	Shipboard
Afloat Training Group MIDPAC Pearl Harbor	Shipboard/Aviation
Afloat Training Group WESTPAC Yokosuka	Shipboard
Naval Air Station Whidbey Island	Aviation
Naval Air Station Corpus Christi	Aviation
Naval Aviation Technical Training Center	Aviation
Naval Air Station Lemoore	Aviation
Naval Submarine School	Submarine
Naval Submarine Training Center Pacific	Submarine
Naval Submarine Training Center Pacific Det	Submarine
Submarine Training Facility Norfolk	Submarine
Toulon Naval Base Firefighting Academy	Shipboard/Aviation
Trident Training Facility Kings Bay	Submarine
Trident Training Facility Bangor	Submarine
Wash. State Patrol Firefighting Academy	Shipboard/Aviation

#### **RECOMMENDATION.**

**00-005.** Develop a Firefighter Trainer Certification Self-Assessment guide similar to the guide developed for NAVOSH.

**ADDITIONAL COMMENTS.** Approximately 330 man-days were required to meet the scheduled and unscheduled OSH Management Evaluation, Training Safety Evaluations, and Firefighter Trainer Certification requirements. This limited our ability to initiate projects and implement strategies to assist activities in improving their Occupational Safety and Health Programs.

An analysis revealed that personnel were conducting evaluations at activities within the same geographical area at different times. Also, comprehensive occupational safety and health evaluations were being conducted at very small, low risk activities. Addressing these two areas could reduce travel requirements and allow increased time for technical assistance visits or developing strategies for future program improvements.

## CUSTOMER FOCUS

*Serve as the focal point within the command for NAVOSH-related matters (OPNAVINST 5100.23E para 0302b).*

**PROCESS.** CNETSTAFFINST 5103 identifies CNET (00X) as the CNET focal point for all NAVEDTRACOM safety matters, including: NAVOSH, Explosives Safety, Small Arms Training Safety, Traffic Safety, Electronic Safety, Laser Safety, Diving Safety, Recreation Athletic and Home Safety, Fire Protection and Prevention, Firefighter Trainer Certification Program, Heat Stress Control, and High and Moderate Risk Training Safety.

**ANALYSIS.** The processes in place are effective.

**RECOMMENDATION.** None.

*Provide technical advice, direction and guidance on NAVOSH matters to other commands or bureau organizational elements and to subordinate field activities (para 0302c).*

**PROCESS.** Each safety office member is assigned a customer base. They are responsible for making frequent, proactive contact with their activities via e-mail and telephone.

**ANALYSIS.** Dividing the subordinate activities into smaller customer segments (splitting them among safety office staff) greatly enhances our ability to maintain personal contact with, and provide consultation services to our customers. However, we do not have a mechanism in place to document the time spent providing these services, or to identify if there are common problems/questions across the claimancy that need to be addressed through other means.

During FY00, we developed and distributed a handbook for collateral duty safety officers. Previous OSHMES had revealed that our collateral duty personnel were having difficulty in understanding basic OSH requirements.

**RECOMMENDATION.**

**00-006.** Develop a method to document time spent providing consultation services to subordinate activities, and also identify any common problems across the claimancy.

*Foster OSH awareness through appropriate promotional methods and channels of communication (para 0302h).*

**PROCESS.** Technical and informational material is passed down through the use of e-mail distribution lists, or via the Safety Office Website ([www.cnet.navy.mil/cnet/safety/safety.html](http://www.cnet.navy.mil/cnet/safety/safety.html)). The website has been expanded, and is updated frequently to ensure availability of up-to-date information to all CNET activities. Examples of promotional presentations provided on the site include: 101 Days of Summer; Back Safety & Safe Lifting; Bloodborne Pathogens; Christmas Safety Tips; Computer Ergonomics; Electrical Safety 1&2; Fireworks Safety; Hazard Assessment; Hazard Communication & Chemical Safety; Hearing Safety; How to recognize and Treat Heat Stroke or Heat Exhaustion; Safe Lifting; Lockout-Tagout; Safety and Health in the Office Work Environment; Traffic Safety and You. Finally, CNET hosts a CNET Claimancy breakout session in conjunction with the annual NAVOSH Professional Development Conference to provide information and training on current safety and health issues effecting the claimancy.

**ANALYSIS.** These initiatives have enabled us to enhance our ability to serve our customers by fostering "two-way" dialog and providing current information. Positive feedback is continually received from our activities in regard to our website and e-mails.

**RECOMMENDATION.** None.

*Echelon 2 and 3 commands should establish "in house" safety awards of their own, in line with the CNO Award criteria, to recognize respective nominees within each claimancy (app 32-A).*

**PROCESS.** There is no process in place.

**ANALYSIS.** CNET has not established a claimancy safety awards program in line with CNO Award criteria to recognize respective nominees. Involvement in safety awards has been limited to endorsing CNO award packages submitted by subordinate activities, and recommending CNET nominees for the SECNAV Safety Award.

**Recommendation:**

**00-007.** Develop and implement a safety award program within the NAVEDTRACOM.

## RESOURCE REQUIREMENTS

*Submit the cost data to Chief of Naval Operations by 15 January of each year. (OPNAVINST 5100.23E, para 1303).*

**PROCESS**. Safety office staff members e-mail their customer base activities to advise of cost data report requirements and provide a template and instructions for completion. Activities submit their reports to their CNET POC where they are reviewed, consolidated and forwarded to CNO (N454).

**ANALYSIS**. Utilizing e-mail for the report submittal expedites the process and allows for easier compilation of data.

**RECOMMENDATION**. None.

*Review and coordinate budget requirements, requests and program objective memoranda for OSH and coordinate OSH budget submissions, as appropriate. Ensure OSH officials at each field activity have sufficient authority and responsibility to plan for and ensure funds for the OSH staff, their equipment, materials and the training required to ensure implementation of an effective NAVOSH program (para 0302k).*

**PROCESS**. Evaluations of budget execution and program implementation are conducted through review of activity self-assessments and during triennial OSHMES.

This year, CNET developed a new guide for activities to use when conducting activity level OSH self-assessments. This guide includes simple budget related metrics, and requires comments on program deficiencies that are due to budget shortfalls.

**ANALYSIS**. Thirty-two activity self-assessments were reviewed, revealing:

*13 activities reported requirements were fully funded.*

*12 activities did not address budget issues.*

*5 activities reported not having a budget; they are funded on a case-by-case basis.*

*2 activities listed un-funded requirements for staffing and staff training, but did not identify program degradation.*



There were no specific findings or program shortfalls identified during fiscal year 2000 OSHMES that were directly related to budget shortfalls.

Numerous activities conducted/documentated their self-assessments using the old format, which did not require they address budget issues; therefore, the data for fiscal year 2000 is not complete. Also, two activities identified un-funded requirements for staffing and training, but did not identify any associated program deficiencies.

**RECOMMENDATION.**

**00-008.** Provide training on, and convey the importance of using the new self-assessment format.

*Identify and develop, in coordination with appropriate commands, manpower and material requirements in support of the control of OSH conditions ashore (para 0506b(3)).*

**PROCESS.** CNET reviews activity safety office manpower requirements during triennial OSHMES. Additionally, the CNET manpower branch conducts periodic Shore Manpower Requirement Determinations (SMRDS) to determine activity staffing requirements.

**ANALYSIS.** There were no manpower shortages affecting activity OSH programs that were identified either during OSHMES or activity OSH self-assessments.

During regionalization in the Pensacola area, Safety and Occupational Health (SOH) Managers were transferred from Naval Education and Training Professional Development and Technology Center (NETPDTC) and Naval Technical Training Center (NAVTECHTRACEN) Pensacola onto the staff of the Commander, Navy Region Pensacola. Prior to this transfer, these SOH Managers not only performed all duties required by OPNAVINST 5100.23E within their commands, but also provided consultation and oversight functions for their subordinate commands. Without the requisite SOH expertise on their staffs the commanding officers were unable to perform these functions, so the CNET safety office absorbed them.

Additionally, NAMTRAGRU headquarters command is staffed with a collateral duty Safety Officer (Chief Petty Officer) who is

responsible for providing consultation and oversight functions for their subordinate commands. The constant turnover due to normal military rotation makes it very difficult for the assigned Safety Officer to obtain the requisite knowledge in order to perform these duties.

The CNET safety office has not been involved in, and is not on distribution for Shore Manpower Requirement Determinations (SMRD); however, a recent change in the SMRD process will now provide copies of the SMRD schedules to appropriate offices within CNET, include subject matter experts in the SMRD process, and place appropriate offices within CNET on the distribution for SMRD reports.

**RECOMMENDATION.**

**00-009.** Evaluate the feasibility of establishing additional Full Time Equivalents (FTE) at NAMTRAGRU, NETPDTC and NAVTECHTRACEN Pensacola in order to perform required OSH services to subordinate detachments (utilize the SMRD process).

## COUNCILS, COMMITTEES, WORKING GROUPS AND TECHNICAL ADVISOR TO CHIEF OF NAVAL OPERATIONS

*Serve on safety councils, committees and working groups established by higher authority and the private sector. Also, serve as technical advisor to cognizant offices of the Chief of Naval Operations (CNO) on NAVOSH-related matters in areas over with the headquarters command is assigned cognizance (OPNAVINST 5100.23E, para 0302f).*

**PROCESS.** CNET Staff members serve on the following councils, committees and working groups, and attend meeting as required:

*DOD Injury and Occupational Illness Prevention Committee*

*NAVOSH Quality Council*

*NAVOSH Training and Education Quality Management Board*

*NAVOSH Shore Training Working Group*

*Central Gulf Coast Federal Safety and Health Council*

*Growth and Development Task Action Team*

CNET is responsible for recommending, to CNO (N7), all policy concerning evaluation and oversight of high-risk and moderate-risk training evolutions promulgated by OPNAVINST 1500.75 (series).

**ANALYSIS.** CNET plays an active role in the NAVOSH Council, Committees, and Working groups, particularly those involved with NAVOSH training. However, attendance at the respective meetings, and conduct of associated work must be weighed against claimancy workload.

One means of limiting the time required for meetings was a recently adopted process for providing "read-aheads" for all Training and Education QMB members, and extensive use of e-mail to conduct business.

**RECOMMENDATION.** None.

*The NAVOSH Quality Council shall consist of representatives of CNO (N454), the Fleet Commanders in Chief, the Bureau of Medicine and Surgery, the Systems Commands, the Chief of Naval Education and Training, the Naval Inspector General, President, Board of Inspection and Survey and the Commander, Naval Safety Center (para 0404).*

**PROCESS.** CNET is an active participant in the NAVOSH Quality Council. Copies of minutes documenting participation are kept on file, and are also forwarded to all activity OSH Managers within the NAVEDTRACOM via email.

**ANALYSIS.** Attendance at meetings, and conduct of associated work must be continually weighed against claimancy workload.

**RECOMMENDATION.** None.

## MISHAP PREVENTION INJURY COST CONTROL

*Review injury/injury analyses from command activities to identify and initiate actions to improve the effectiveness of the NAVOSH program and reduce instances of injury and illness (OPNAVINST 5100.23E, para 0302g).*

**PROCESS.** Until the start of fiscal year 1999, CNET required all subordinate activities to submit quarterly mishap data. After release of OPNAVINST 5100.23E, and the belief that INJTRAK (a computerized database and spreadsheet used to maintain injury/illness data that is provided by COMNAVSAFECEN) was to be fielded, CNET eliminated the quarterly reporting requirement.

In fiscal year 2000, with the delay in fielding INJTRAK, CNET re-established a requirement for subordinate activities to submit quarterly mishap data. Two reporting methods were developed to facilitate the gathering of this data, posted on the CNET Safety Office Website, and the requirement and delivery method announced to the activities via naval message. Hard copy (Microsoft word format - This form utilizes simple write-in style that maybe faxed, mailed or sent as an attachment to an e-mail. This was developed for smaller activities/commands with limited computer capabilities. Computer generated (Microsoft excel format)- This computer-generated spreadsheet was developed by a large CNET activity and contains pre-generated formulas that automatically tabulate injury/illness rates.

When data is received from our 170 subordinate activities, it is manually entered into a master database, which calculates CNET's base injury/illness rates. This data can then be displayed graphically, and compared to Navy-wide rates.

The CNET Safety Office continued to assist Human Resource Offices and activities to achieve a reduction in compensation cases/costs in fiscal year 2000. This assistance consisted of validating FECA Table No. 2 reports and initiating action to correct erroneous claims.

**ANALYSIS.** The manual process stated above is effective, albeit it is very time consuming. In retrospect, the delay in fielding INJTRAK has hindered our ability to analyze activity mishap data.

## WORKER'S COMPENSATION TOTAL CASE RATES

The case rate data listed below is summarized from Office of Workers' Compensation Programs (OWCP) Federal Employees Compensation Action (FECA) Table #2 Reports. Case rates are calculated from full time U.S. civilian workforce populations using the following equation:

$$\text{Case Rate} = \frac{\text{Cases X 200,000 Hours Worked*}}{\text{End Strength X 500 Hours X (N) Quarter}}$$

\* 200,000 work hours = 100 employees X 50 weeks X 40 hrs/week

The **TOTAL CASE RATE** for civilian mishaps within the NAVEDTRACOM was **3.50** in **FY00**, a **15.66% decrease** from the **FY90** baseline.

The civilian total case rate data listed below is lower than that obtained by the quarterly mishap data reports submitted directly to CNET. The most likely reason for this difference is that a Form CA-1 is not submitted to the Department of Labor for all civilian employee mishaps (not medical treatment, not lost time).

Major Command	Avg. End Strength	FY00 Cases	Total Case Baseline	Rates FY00	Percentage Change From Baseline
COMNAVSUPSYSCOM	8,011	170	5.11	2.12	-58.51%
SPAWAR	7,079	74	2.41	1.05	-56.43%
ONI	1,020	27	5.43	2.65	-51.20%
CNR	3,242	46	2.46	1.42	-42.28%
COMNAVSEASYS	44,264	2,610	9.34	5.90	-36.83%
COMNAVTEL	1,403	28	3.07	2.00	-34.85%
DSSP	794	24	4.24	3.02	-28.77%
NMOC	1,393	23	2.18	1.65	-24.31%
COMMSC	4,421	282	8.19	6.38	-22.10%
COMNAVIAIRSYS	25,285	1,094	5.33	4.33	-18.76%
<b>CNET</b>	<b>5,579</b>	<b>195</b>	<b>4.15</b>	<b>3.50</b>	<b>-15.66%</b>
BUMED	10,288	341	3.72	3.31	-11.02%
CINCLANTFLT	11,971	564	4.96	4.71	-5.04%
COMNAVFACENG	14,137	748	5.42	5.29	-2.04%
BUPERS	1,678	29	1.73	1.73	.00%
COMNAVRESFOR	1,767	120	6.15	6.79	10.41%
CINCPACFLT	14,488	860	5.21	5.94	14.01%
COMNAVSECGRU	668	18	1.62	2.69	66.75%
CINCUSNAVEUR	1,030	9	.16	.87	443.75%
OTHER	10,671	314	N/A	N/A	N/A
<b>TOTAL USN</b>	<b>169,168</b>	<b>7,576</b>	<b>6.31</b>	<b>4.48</b>	<b>-29.00%</b>

## CIVILIAN TOTAL CASE RATES

The case rate data listed below is summarized from NAVEDTRACOM quarterly mishap reports. Case rates are summarized the same as FECA data.

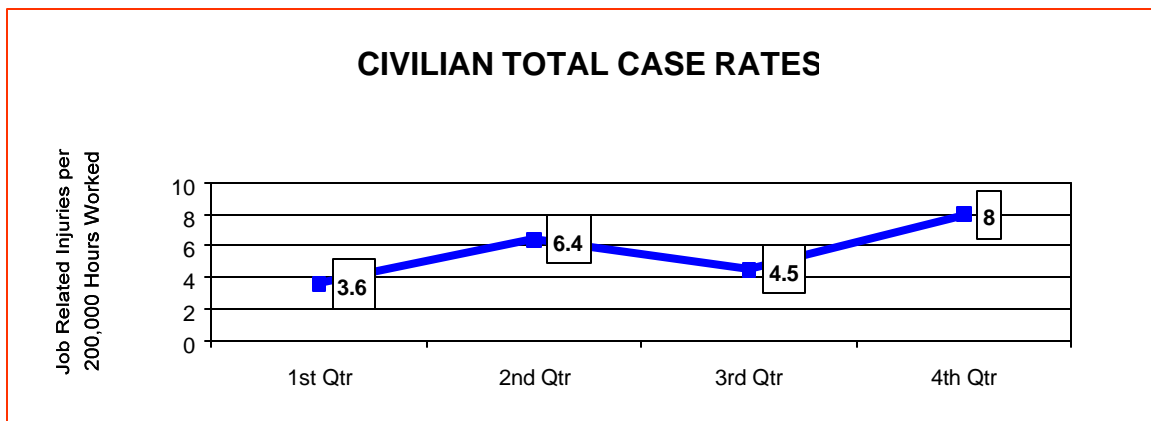
The **TOTAL CASE RATE** for civilian mishaps within the NAVEDTRACOM was **5.6** in **FY00**.

**79%** of activities (**58 of 73**) reported **0** civilian mishaps.

**10%** of activities (**8 of 73**) reported decreased rates.

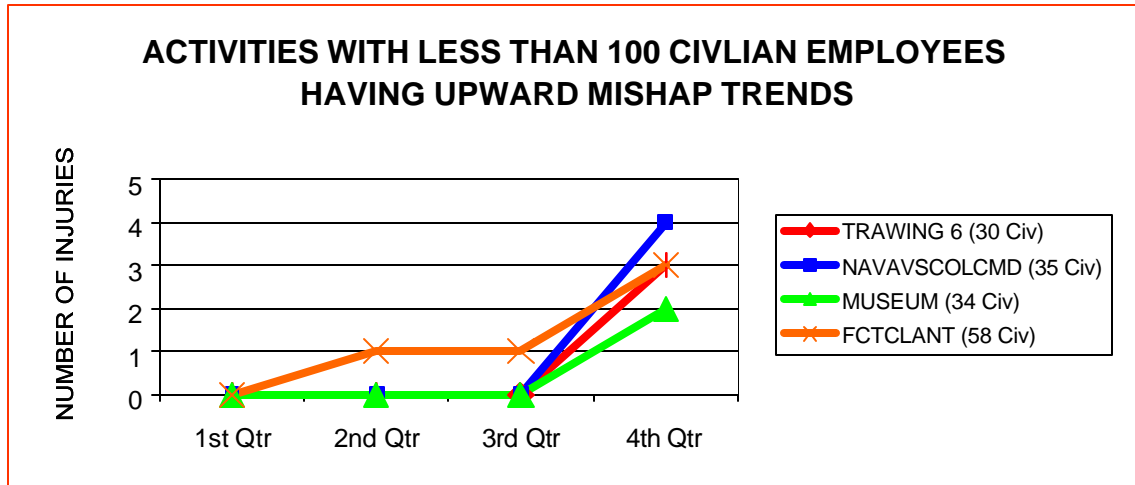
**11%** of activities (**7 of 73**) reported increased rates.

*Individual activity civilian total case rate data is located in Appendix A.*



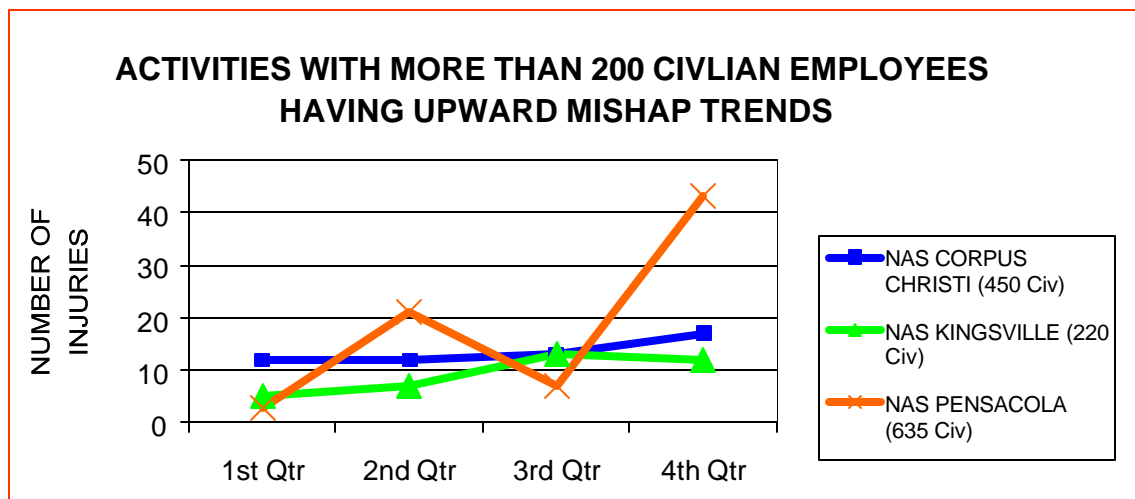
### Activities With Less Than 100 Employees Having Upward Trends

<i>Naval Aviation Schools Command</i>	<i>400% increase</i>
<i>Naval Museum of Naval Aviation</i>	<i>200% increase</i>
<i>Fleet Combat Training Center, Atlantic</i>	<i>300% increase</i>
<i>Training Wing 8</i>	<i>300% increase</i>



### Activities With More Than 200 Employees Having Upward Trends

<i>Naval Air Station, Corpus Christi</i>	<i>124% increase</i>
<i>Naval Air Station, Pensacola</i>	<i>233% increase</i>
<i>Naval Air Station, Kingsville</i>	<i>260% increase</i>





## NON-APPROPRIATED FUND (NAF) CIVILIAN EMPLOYEES

The **Total Case Rate** for NAF employees within the NAVEDTRACOM was **13.2** in FY00.

**14%** of activities (**1 of 7**) reported **0** mishaps.

**72%** of activities (**5 of 7**) reported decreased rates.

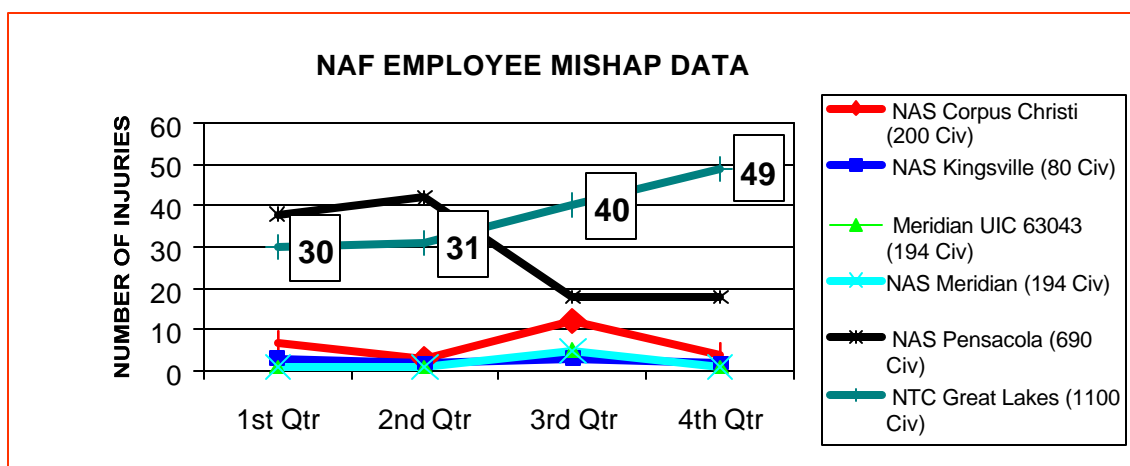
**14%** of activities (**1 of 7**) reported increased rates.

*Individual activity NAF mishap data is located in Appendix C.*

### Activities With NAF Employees Having Upward Trends

*Naval Training Center, Great Lakes*

*163% increase*



### WORKER'S COMPENSATION LOST TIME CASE RATES

The **LOST TIME CASE RATE** for civilian mishaps within the NAVEDTRACOM was **2.06** in **FY00**, a **31.79% decrease** from the **FY90** baseline.

Major Command	Avg. End Strength	FY00 Cases	Total Case Baseline	Rates FY00	Percentage Change From Baseline
COMNAVSUPSYSCOM	8,011	94	3.54	1.17	-66.95%
SPAWARS	7,079	42	1.47	.59	-59.86%
ONI	1,020	12	2.90	1.18	-59.31%
COMNAVSEASYS	44,264	1,138	5.40	2.57	-52.41%
CNR	3,242	24	1.50	.74	-50.67%
NMOC	1,393	10	1.25	.72	-42.40%
BUPERS	1,678	14	1.38	.83	-39.86%
<b>CNET</b>	<b>5,579</b>	<b>115</b>	<b>3.02</b>	<b>2.06</b>	<b>-31.79%</b>
BUMED	10,288	214	2.98	2.08	-30.20%
DSSP	794	15	2.62	1.89	-27.86%
COMMSC	4,421	167	5.22	3.78	-27.59%
COMNAVTELCOM	1,403	17	1.65	1.21	-26.67%
COMNAVIAIRSYS	25,285	591	3.19	2.34	-26.65%
COMNAVFAENGCOM	14,137	391	3.72	2.77	-25.54%
CINCLANTFLT	11,971	336	3.07	2.81	-8.47%
CINCPACFLT	14,488	441	3.19	3.04	-4.70%
COMNAVRESFOR	1,767	76	4.29	4.30	.23%
CINCUSNAVEUR	1,030	2	.16	.19	18.75%
COMNAVSECGRU	668	12	1.35	1.80	33.33%
OTHER	10,671	163	N/A	N/A	N/A
<b>TOTAL USN</b>	<b>169,168</b>	<b>3,874</b>	<b>3.84</b>	<b>2.29</b>	<b>-40.36%</b>

### CIVILIAN LOST TIME CASE RATES

The lost time case rate data listed below is summarized from NAVEDTRACOM quarterly mishap reports. Case rates are summarized the same as FECA data.

The **LOST TIME CASE RATE** for civilian mishaps within the NAVEDTRACOM was **1.85%** in **FY00**.

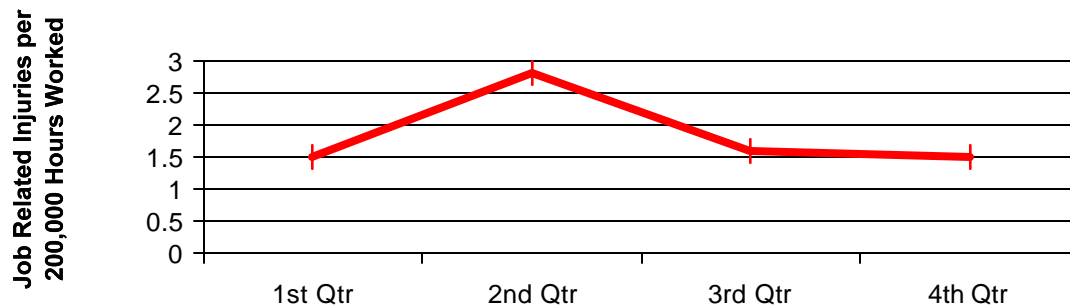
**80%** of activities (**53 of 73**) reported **0** civilian lost time mishaps.

**16%** of activities (**11 of 73**) reported decreased rates.

**4%** of activities (**3 of 73**) reported increased rates.

*Individual activity civilian lost time case rate data is located in Appendix B.*

### CIVILIAN LOST TIME CASE RATES

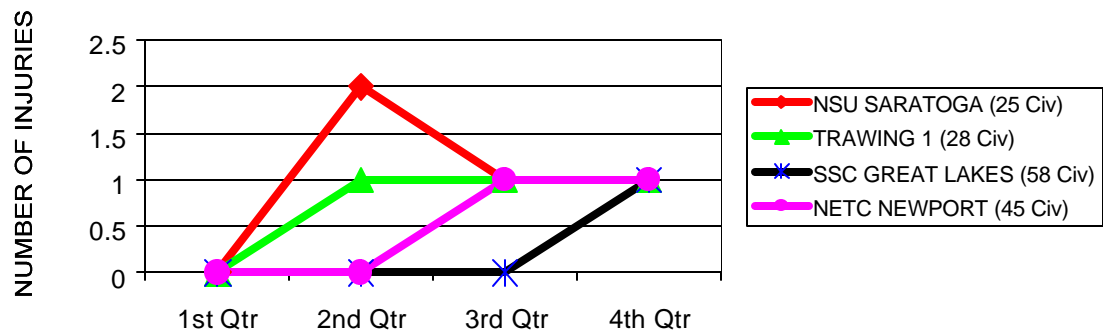


Activities With LESS Than 200 Employees Having Upward Trends

*Service School Command, Great Lakes*

*100% increase*

### ACTIVITIES WITH LESS THAN 200 CIVILIAN EMPLOYEES HAVING UPWARD MISHAP TRENDS



## Activities With More Than 200 Employees Having Upward Trends

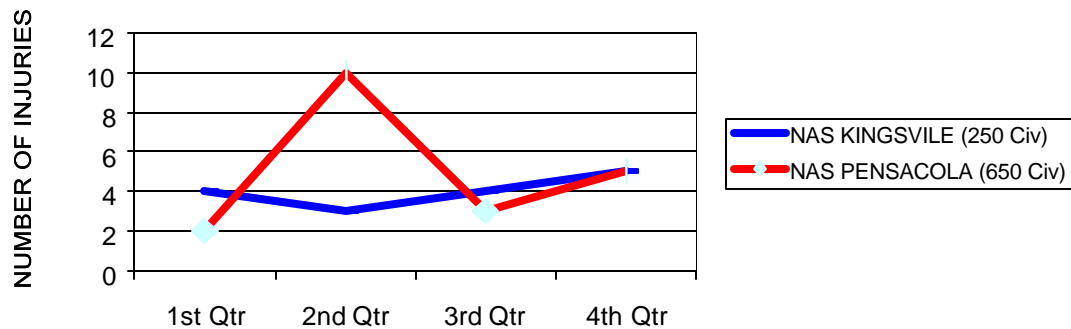
Naval Air Station, Kingsville

125% increase

Naval Air Station, Pensacola

250% increase

### ACTIVITIES WITH MORE THAN 200 CIVILIAN EMPLOYEES HAVING UPWARD MISHAP TRENDS



### MILITARY ON-DUTY TOTAL CASE RATES

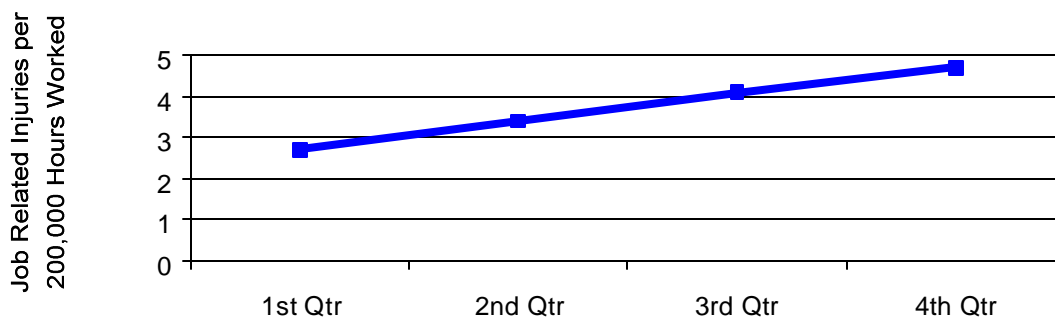
The **TOTAL CASE RATE** for military on-duty mishaps was **3.725**.

**22%** of activities (**16 of 73**) reported **0** on-duty mishaps.

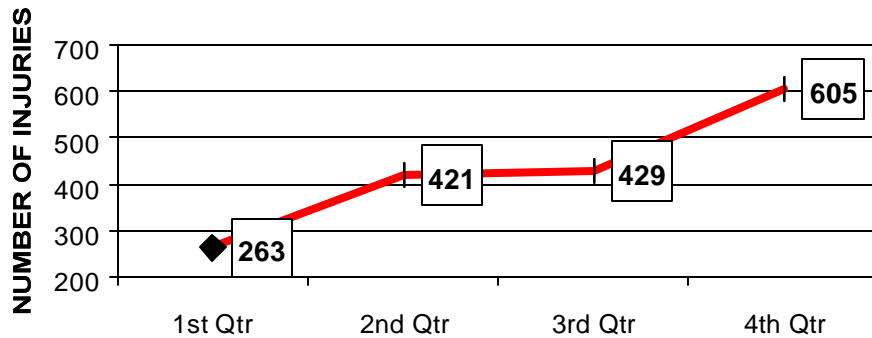
**32%** of activities (**23 of 73**) reported decreased rates.

**46.57%** of activities (**34 of 73**) reported increased rates.

### MILITARY (ON DUTY) TOTAL CASE RATES



### STAFF/STUDENT TRAINING INJURIES



#### Activities With More Than 1000 Employees Having Upward Trends

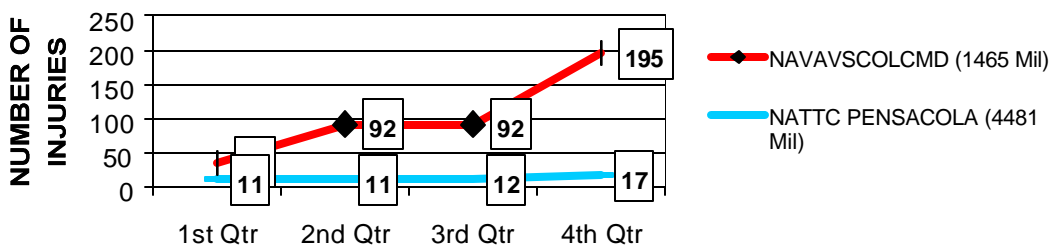
*Naval Aviation School Command*

*542% increase*

*Naval Air Technical Training Center, Pensacola*

*155% increase*

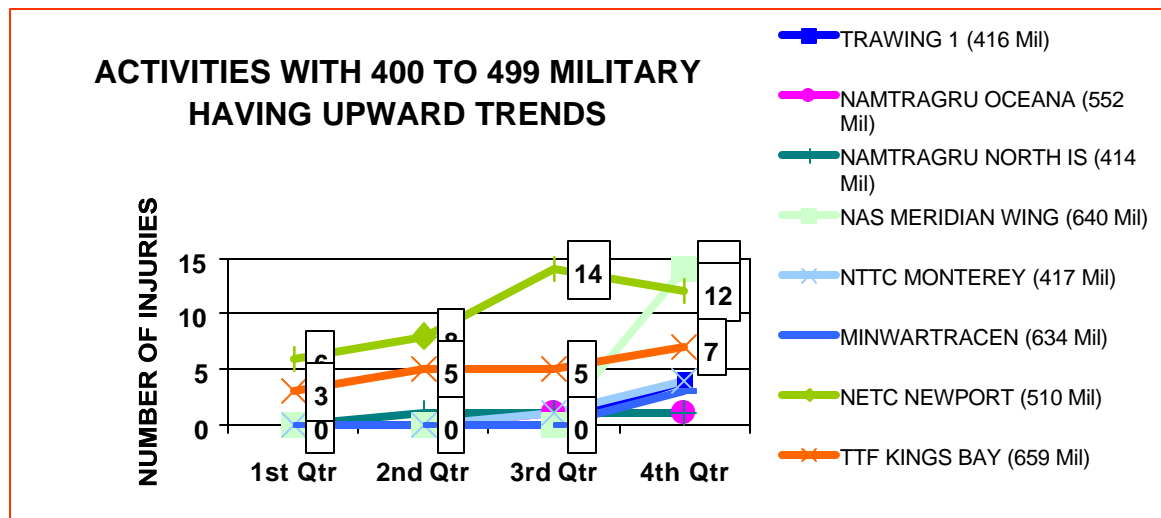
### ACTIVITIES MORE THAN 1000 MILITARY EMPLOYEES HAVING UPWARD MISHAP TRENDS



## Activities With 400 to 999 Employees Having Upward Trends

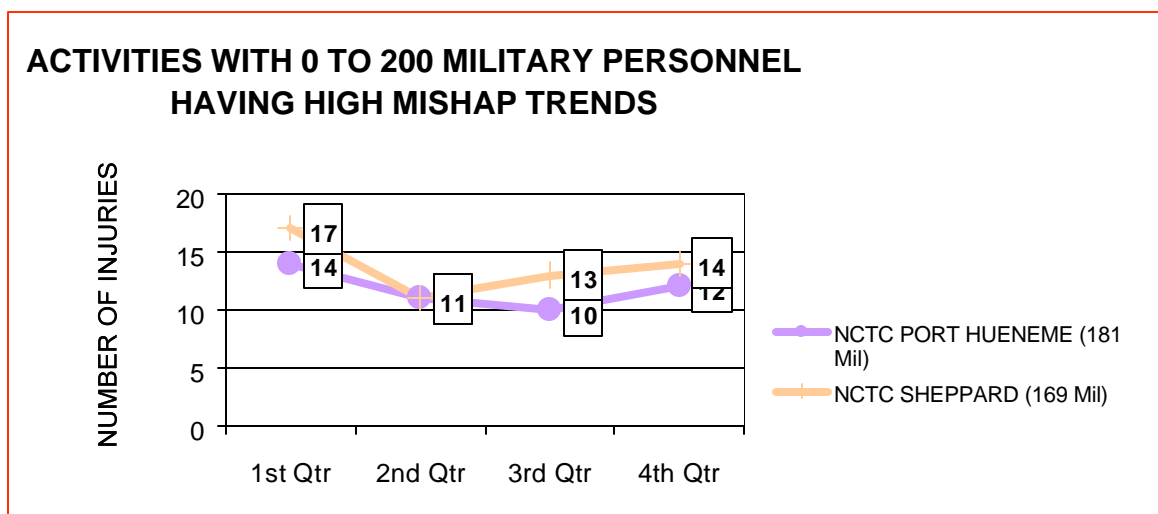
NAS Meridian Wing  
NETC Newport  
TRITRAFAC Kings Bay

1400% increase  
200% increase  
233% increase



## Activities With 0 to 200 Employees Having Consistently High Trends

Naval Construction Training Center, Sheppard  
Naval Construction Training Center, PT Hueneme



## MILITARY OFF-DUTY MISHAPS

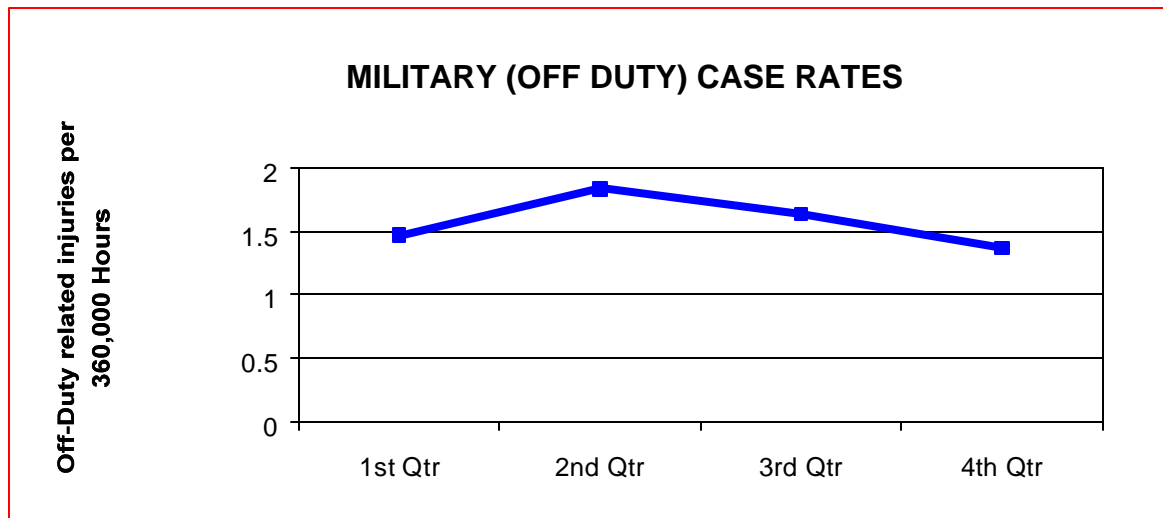
The **TOTAL CASE RATE** for military off-duty mishaps was **1.58**.

**14%** of activities (**10 of 73**) reported **0** off-duty mishaps.

**61%** of activities (**45 of 73**) reported decreased rates.

**25%** of activities (**18 of 73**) reported increased rates.

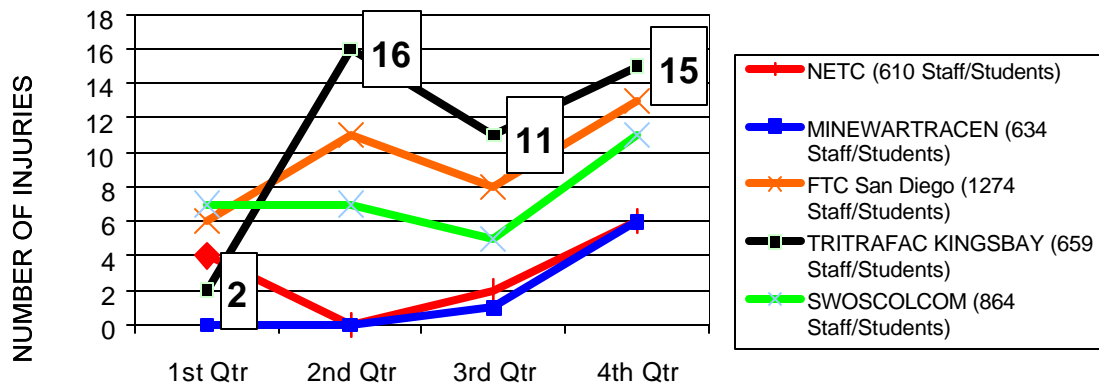
*Individual activity military off-duty mishap data is located in Appendix E.*



### Activities With More Than 300 Student/Staff Having Upward Trends

Naval Education & Training Center	150% increase
Fleet Training Center, San Diego	217% increase
Surface Warfare Officer School	157% increase
Mine Warfare Training Center	600% increase
Trident Training Facility, Kings Bay	750% increase

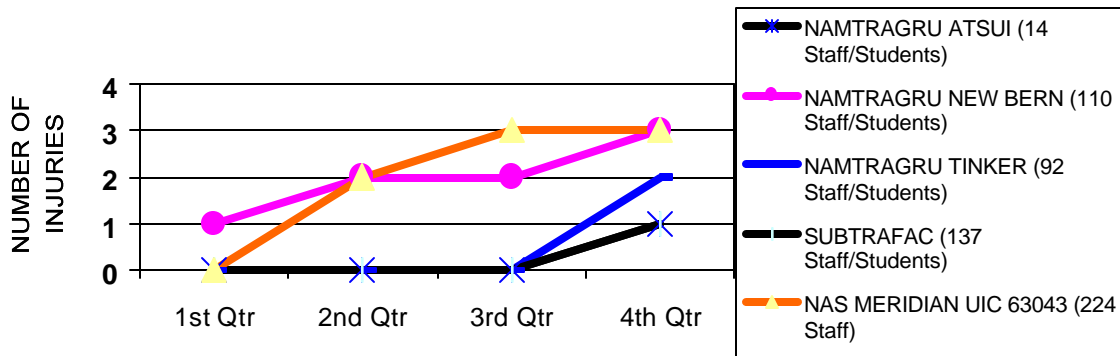
### ACTIVITIES WITH MORE THAN 300 MILITARY STAFF/STUDENTS HAVING UPWARD OFF DUTY MISHAP TRENDS



### Activities With Less Than 300 Student/Staff Having Upward Trends

<i>NAMTRAGRU, Atsugi</i>	<i>100%</i>
<i>NAMTRAGRU, New Bern</i>	<i>300%</i>
<i>NAMTRAGRU, Tinker</i>	<i>200%</i>
<i>SUBTRAFAC, Norfolk</i>	<i>100%</i>
<i>NAS Meridian, UIC 63043</i>	<i>300%</i>

### ACTIVITIES WITH LESS THAN 300 MILITARY STAFF/STUDENTS HAVING UPWARD OFF-DUTY MISHAP TRENDS





### WORKER'S COMPENSATION COSTS

NAVCONSTRACEN Detachment Sheppard AFB, NAMTRAGRU Detachment Tinker AFB, School of Music, NAVTECHTRACEN Detachment Goodfellow, NAMTRAGRU Detachment LeMoore, NAVTECHTRACEN Detachment Ft. Huachuca, NAMTRAGRU Detachment Ft. Huachuca, NAMTRAGRU Detachment Whidbey, NAMTRAGRU Detachment North Island, and EDOSCOL had not suffered any civilian work-related mishaps; therefore, there were no Worker's Compensations Chargeback Costs to review.

Other Compensation Chargeback Costs for activities that received an OSH Management Evaluation during fiscal year 2000 are listed below. It appears that those activities faced with high or increasing worker's compensation costs (**listed in red**) might require assistance in establishing viable return to work programs.

	<u>1990</u>	<u>1995</u>	<u>2000</u>
CNET TOTAL	\$3,254,979	\$3,849,302	\$3,121,058
CECOS	\$0	\$128	\$1,730
NAVSCOLEOD	\$0	\$0	\$921
NAVSUBTRACENPAC	\$272	\$437	\$0
NAVSUBTRACENPAC DET	\$0	\$0	\$0
NETSAFA	\$449	\$0	\$590
TRITRAFAC KINGS BAY	\$0	\$1,648	\$269
DANTES	\$440	\$10,826	\$5,408
NAVAVSCOLCOM	\$5,535	\$6,818	\$0
NCTC PORT HUENEME	\$0	\$2,495	\$7,534
NMITC	\$26	\$10,966	\$415
MINWARTRACEN	\$0	\$0	\$5,646
NAVSUPCORSCOL	\$11,313	\$3,494	\$12,860
NTTC PENSACOLA	\$60,430	\$7,679	\$4,826
NAS KINGSVILLE	\$190,611	\$295,992	\$483,049
NAVSTA INGLESIDE	N/A	N/A	\$64,310
NETPDTC	\$151,013	\$85,993	\$88,773

### RECOMMENDATIONS.

**00-010.** Assist NAVEDTRACOM activities to achieve a reduction in compensation costs.

**00-011.** Ensure activities experiencing increased mishap trends have developed strategies to reduce their mishaps.

*The cognizant headquarters command shall initiate a mishap investigation when a Class A mishap or a mishap involving the inpatient hospitalization of three or more people occurs as the result of an operational mishap (para 1402). If any Class A mishap or mishap involving the inpatient hospitalization of three or more people occurs, the cognizant headquarters command shall initiate an investigation consistent with this chapter, and shall initiate the investigation within 48 hours of notification of the mishap. The headquarters command may terminate any headquarters command investigation if the fatality is determined a natural cause, foul play, homicide or suicide(para 1408).*

**PROCESS.** We have developed a pre-mishap plan for initiating a headquarters mishap investigation. It includes, a questionnaire for use by the duty officer when mishap notifications are made by telephone, a list of personnel qualified to serve as Mishap Investigation Board Team Leaders, a sample letter of appointment for the Board Leader and Board Members, and a sample Mishap Investigation Board notification message, as well as a step-by-step procedures to be followed in the event a mishap occurs that requires a headquarters investigation.

**ANALYSIS.** During fiscal year 2000, CNET suffered three class A mishaps. A Seaman Recruit suffered a cardiac arrest after falling out upon completion of a one and one-half mile run, resulting in a Class A mishap (fatality); An NJROTC Cadet, participating in the Navy Junior Reserve Officer Training Corps Program, died from an apparent cardiac arrest shortly after completing a one and one-half mile run, resulting in a Class A mishap (fatality); An NJROTC Cadet, participating in the Navy Junior Reserve Officer Training Corps Program, died from an apparent cardiac arrest shortly after completing a one and one-half mile run, resulting in a Class A mishap (fatality).

There were recommendations offered in the safety investigation report that require CNET action, and they are being adopted and reported through the Safety Investigation Report process.

**RECOMMENDATION.**

**00-012.** Work with COMNAVSAFECEN to develop and promulgate lessons learned from all three fatalities.

## TRAINING

*Incorporate OSH educational materials, including applicable provisions of OPNAVINST 5100.23E, into the curricula of all appropriate training courses (OPNAVINST 5100.23E, para 0206).*

**PROCESS.** This task has been delegated to the NAVOSHENVTRACEN. Paragraph 4.b(2) of NTSP S-40-8603D states that "the Navy is committed to increase the accuracy and adequacy of NAVOSH training through formal review and upgrade processes. The NAVOSHENVTRACEN has established a training quality assurance program to review all formal training by participating in Navy Training Requirement Reviews process. NAVOSHENVTRACEN now participates in selected Navy Training Requirement Reviews (NTRR) to determine if the quantity and quality of NAVOSH and HMC&M training is appropriate to the associated rating or target group. They make reports of these reviews to the NAVOSH Training and Education Quality Management Board.

*Note: The NAVOSHENVTRACEN can only attend select NTRRS because they are not resourced (billets or funding) to attend all that are conducted.*

NAVOSHENVTRACENINST 1510 requires personnel to: evaluate course curriculum for completeness and currency; Evaluate the adequacy of safety training within the curricula (ensure Training Time Outs are discussed prior to labs); Evaluate the adequacy and safety of training devices, technical training equipment, mock-ups, labs, etc.; Walk through buildings looking for safety discrepancies and general repair of the building; Review student mishap rates; Observe class or lab scenario; Look at all HAZMAT storage areas; Ensure safety and hazard communication training is accomplished and documented before exposure to HAZMAT.

**ANALYSIS.** During FY00, the NAVOSHENVTRACEN attended training reviews for CE, EN, and LDO/CWO Schools. Specific courses reviewed are as follows:

Construction Electrician "A" School

Advanced Construction Electrician

Construction Electrician Cable School

Construction Electrician Power Plant Maintenance

Construction Electrician Power Distribution Systems 2

Electrical Motors and Controls

Interior Wiring 2

### Engineman "A" School

FFG-7 Engine Mechanical Systems Maintenance  
FFG-7 Auxiliary Mechanical Systems Maintenance  
FFG-7 Fin Stabilizer System

16V149TI Diesel Engine/Waste heat Systems  
Outboard Motor Overhaul  
Volvo/Cummins Boat Engine Overhaul  
Diesel Engine "C" School Core  
Diesel Engine School Mod  
LSD-41 Class Prop Tech  
LSD-41 Console Operator  
Diesel Engine Inspection Training  
MCM/MHC Class Prop Operator and Maintenance  
Lamps MK RAST Maintenance Technician  
Sewage Treatment Plant For DDG-963/993  
Oil Pollution Abatement Equipment

Participating in Training Reviews is labor intensive, and only minor administrative deficiencies have been identified in course curriculum. There does not appear to be value added to the process as it currently exists, i.e., funding for an instructor to attend the Training Review, and spending the entire week reviewing curricula, as well as conducting workplace inspections.

The review mandated by NAVOSHENVTRACENINST 1510 is beyond the scope of their mission, and the intent of NTSP S-40-8603D. The requirement levied by NTSP S-40-8603D is simply to ascertain if sufficient NAVOSH and HMC&M training is embedded in formal courses, and not to conduct workplace inspections and review mishap data. This type of oversight is the responsibility of, and is conducted by CNET.

### RECOMMENDATIONS.

**00-013.** Develop a more efficient means of ensuring sufficient OSH and HMC&M training is imbedded in curricula. (NAVOSHENVTRACEN has been tasked by CNET to evaluate and provide recommendations to improve/streamline the current review system).

**00-014.** Ensure the scope of the process developed is limited to ensuring sufficient NAVOSH and HMC&M training is imbedded in curricula.

*Provide specialized OSH training and education to military and civilian personnel as required to support the overall Navy Program (NTSP S-40-8603D). Serve as the central source for delivery and dissemination of information on OSH training courses (para 0206).*

**PROCESS.** This responsibility has been delegated to the NAVOSHENVTRACEN. Delivery of NAVOSHENVTRACEN courses is carried out through in-house classroom training using either in-house staff or contractors, video tele-training, or mobile training teams. When activities, Local Training Authorities, or other training managers identify emergent training requirements during the execution year, a special convening of a course may be requested from NAVOSHENVTRACEN, but is dependent on the availability of resources. Add-on convenings are occasionally added to the annual course schedule later in the year if resources are available.

**ANALYSIS.** In support of NTSP S-40-8603D, NAVOSHENVTRACEN trained approximately 6,000 personnel in various Safety and Occupational Health courses during Fiscal year 2000 [see following chart]. NAVOSH courses are delivered via formal classroom delivery either by schoolhouse staff or contractor personnel, and by video tele-training. Courses are conducted either in the NAVOSHENVTRACEN schoolhouses (Norfolk and San Diego) or are taken "on the road" via a mobile training team to numerous naval activities.

Fiscal Year 2000 Throughput Data For NAVOSHENVTRACEN Courses

<u>CIN</u>	<u>TITLE</u>	<u>ATTENDED</u>
A-4J-0019	OSH 2000	(65)
A-4J-0021	Afloat Environmental Protection Coordinator	(107)
A-4J-0082	Respiratory Protection Officer	(150)
A-8B-0008	Afloat Hazardous Material Coordinator	(76)
A-322-2600	Hazardous Material Coordinator	(582)
A-493-0012	Facility Response Team (40 HR)	(264)
A-493-0013	Facility Response Team (24 HR)	(97)
A-493-0021	Construction Safety Standards	(140)
A-493-0030	Confined Space Safety	(43)
A-493-0031	Introduction to Hazardous Material (Ashore)	(452)
A-493-0033	Electrical Standards	(213)
A-493-0035	Introduction to Industrial Hygiene	(120)
A-493-0038	Laser Systems Safety Officer (Cat I)	(33)
A-493-0043	Safety Appraisal	(110)

<u>CIN</u>	<u>TITLE</u>	<u>ATTENDED</u>
A-493-0047	Ground Safety for Marines	(314)
A-493-0050	Introduction to NAVOSH Ashore	(399)
A-493-0061	General Industry Safety Standards	(195)
A-493-0063	Safety Training Methods	(90)
A-493-0067	Laser System Safety Officer (Cat II)	(179)
A-493-0072	Respiratory Protection Program Management	(224)
A-493-0073	Machinery and Machine Guarding Standards	(72)
A-493-0074	Crane Safety	(86)
A-493-0075	Fire Protection and Life Safety	(148)
A-493-0078	Mishap Investigation (Ashore)	(307)
A-493-0079	Mishap Record-keeping Seminar	(59)
A-493-0084	Fall Protection Systems	(75)
A-493-0085	Navy Ergonomics Program	(78)
A-493-2099	Safety Programs Afloat	(1376)

Reductions in military budgets have forced the Department of Defense and other federal agencies to develop more cost effective methods of training employees. Existing methods for training large groups of individuals in a formal classroom setting are being scrutinized due to high travel costs and infrastructure costs (i.e., facility operating and maintenance costs). Recent trends favor accomplishing required training through distributed learning methods.

In an effort to cope with a reducing budget, CNET has undertaken an initiative to convert formal courses from the traditional instructor/classroom delivery to distributed learning (i.e., web-based, web-enabled, or video tele-training). This process supports CNET's mission, which is to **TRANSFER MORE KNOWLEDGE TO MORE SAILORS FASTER AND AT LESS COST.**

NAVOSH related courses that have been approved, and are in varying stages of conversion to web-based delivery are:

*Mishap Record-keeping Seminar (A-493-0079)*

*Afloat Hazardous Materials Coordinator (A-8B-0008)*

*Safety Programs Afloat (A-493-2099)*

*Submarine Safety Officer (F-4J-0020)*

Other non-Navy unique courses are being considered for conversion through purchase of commercial off-the-shelf web-based training products. They are:

*General Industry Standards (A-493-0061)*

*Electrical Standards (A-493-0033)*

*Fire Protection & Life Safety (A-493-0075)*

*Machinery and Machine Guarding Standards (A-493-0073)*

*Mishap Investigation Ashore (A-493-0078)*

#### **RECOMMENDATIONS.**

**00-015.** Develop a process for reviewing and evaluating commercial off-the-shelf (COTS) web-based or web-enabled training products to replace existing formal NAVOSH courses provided by NAVOSHENVTRACEN.

**00-016.** Identify and prioritize new web-based or web-enabled COTS training products to replace or compliment existing formal NAVOSH courses.

***Plan, develop, participate and evaluate employee OSH training in coordination with cognizant training groups, offices and organizations (para 0302j).***

**PROCESS.** CNET chairs the NAVOSH Training and Education Quality Management Board and is an active participant in the NAVOSH Shore Training Working Group. The NAVOSH Training and Education QMB is involved in the planning and development of OSH training. The NAVOSH Afloat and Shore Training Working Group are involved in the planning and development of their respective training courses as well as providing auditors to audit courses as requested by NAVOSHENVTRACEN. The major portion of this effort, developing curricula, has been delegated to NAVOSHENTRACEN.

**ANALYSIS.** For the most part, the NAVOSH Training and Education QMB, Shore Training Working Group, and NAVOSHENVTRACEN concentrate on training for OSH Professionals, and not development of individual employee training. The development of employee OSH training has been limited to Ashore and Afloat NAVOSH Lesson Guides that are loaded onto the NAVOSHENVTRACEN website.

The recently developed CNET NAVOSH Self-Assessment Guide requires all CNET activities to review several elements within the NAVOSH training program. A review of activity self-assessments revealed several training related deficiencies, including: Not everyone has developed methods to assess effectiveness of training; Not all activities have identified all employees requiring training; Not all employees are attending all required training. These deficiencies have been identified, and are being addressed in the activities' improvement strategies.

**RECOMMENDATION.**

**00-017** Evaluate the feasibility of purchasing commercial off-the-shelf web-based or web-enabled training products for use in providing employee OSH training.

**Maintain NAVOSHENVTRACEN (para 0607c(1)).**

**PROCESS.** CNET established the NAVOSHENVTRACEN in Norfolk, VA with a staff of three officers, two enlisted, and fourteen civilians for NAVOSH and HMC&M training, including Industrial Hygiene Officers assigned as commanding and executive officers. These personnel provide afloat and ashore NAVOSH and HMC&M training, quality assurance, new NAVOSH and HMC&M course development, modification of existing NAVOSH courses to improve training quality, management of shore NAVOSH training, and other tasks assigned by CNET. The NAVOSHENVTRACEN established a west coast department, called NAVOSHENVTRACEN West, on the Naval Air Station, North Island. This department has one officer, two enlisted, and four civilians.

**ANALYSIS.** The following was provided to NAVOSHENVTRACEN for FY00:

CNET - \$2,872K (\$2,593K provided by CNO (N4))  
CNO (N86) - \$142K out of required \$150K  
CNO (N87) - \$94K out of required \$95K  
CNO (N88) - \$ 109K out of required \$110K

**RECOMMENDATION.** None.



*Prepare and distribute audiovisual aids and other training materials for use in local command OSH training programs (para 0206).*

**PROCESS**. The Navy Occupational Safety and Health and Hazardous Material Control and Management Navy Systems Training Plan, NTSP S-40-8603D, establishes procedures for development and distribution of training materials. The current process can involve the NAVOSH Quality Council, NAVOSH Training and Education QMB, Training Working Groups, NAVOSHENVTRACEN, and CNET.

The responsibility for preparing and distributing audiovisual aids has rested with CNO (N454) for the past five years while the responsibility for developing other training materials has been delegated to NAVOSHENVTRACEN.

**ANALYSIS**. The following is a summary of accomplishments regarding training videos for FY00:

- ◆ "Safety In Your Hands" - Distributed.
- ◆ "Now Hear This, Hearing Conservation" - Distributed.
- ◆ "PPE...Protection Proves Essential" - Distributed.
- ◆ "Working Aloft Program - For Your Protection" - In editing.
- ◆ "NAVOSH - It's Protecting You Ashore" - Distributed.
- ◆ "NAVOSH Process Review and Measurement System" - In editing.
- ◆ "NAVOSH Ashore" - Very basic script developed.

NAVOSHENVTRACEN involvement with developing training materials for activity use has been limited to developing lesson-training guides approved by the Training and Education QMB. These lesson guides are currently available on NAVOSHENVTRACEN homepage, and were recently converted from WORD format to POWERPOINT.

**RECOMMENDATION**. None.

***Implement assigned actions in the Navy Training Plan (NTP) for safety (para 0607c(2)).***

**PROCESS.** As chair of the NAVOSH Training and Education Quality Management Board, CNET takes an active role in implementing actions assigned in NTSP S-40-8603D. Current open issues requiring CNET/NAVOSHENVTRACEN action are:

*Purchase and distribute confined space training packages approved by the NAVOSH Training and Education (T&E) QMB.*

*Look for options for reducing the throughput requirements for this course and provide recommendation to CNO (N45) and the T&E QMB.*

*Transfer the Safety Programs Afloat course to computer-based training.*

*Provide Shore Training Working Group with course attendance data for day of commencement and 30 days prior to commencement to allow working group to analyze whether the right people are being trained.*

*Investigate the issue of providing "train the trainer" training for instructors of Asbestos Class III workers.*

**ANALYSIS.** There is no process in place for the NAVOSHENVTRACEN to determine whether the right people are being trained. This has been included as a new goal in the draft revision to the Navy Occupational Safety and Health Strategic Plan, and will require CNET/NAVOSHENVTRACEN action.

Providing the Shore Training Working Group with course attendance rosters will not help in identifying if the right people are being trained.

The next revision to the NAVOSH and HMCN NTSP (NTSP S-40-8603D) will include a goal to for NAVOSHENVTRACEN to "ensure that the right people are receiving the right NAVOSH training at the right time by December 2000." Duplicate tracking will not be provided through this assessment process.

**RECOMMENDATION.**

**00-018.** Delete the requirement for NAVOSHENVTRACEN to provide the Shore Training Working Group with course attendance data.

*Issue annually, by 30 June, a CNET Notice which provides the fiscal year schedule of course offerings for the NAVOSHENVTRACEN, as well as all standard shore NAVOSH courses and classes; and ensuring courses are also listed in the Catalog of Naval Training (CANTRAC), NAVEDTRA 10500 (para 0607c(3)).*

**PROCESS.** All commands are required to submit to the NAVOSHENVTRACEN by 1 September of each year, via the chain of command, a listing of command NAVOSH training requirements for occupational safety and health personnel. The listing identifies courses and/or subject matter by recommended delivery location and anticipated number of attendees. The listing may include prioritized training requirements considered necessary to comply with standards.

NAVOSHENVTRACEN develops a proposed schedule based on available resources, and provides it to Headquarters Commands for review. After incorporating the recommended changes, NAVOSHENVTRACEN prepares and forwards the draft CNET Notice to CNET for approval.

During FY99, NAVOSHENVTRACEN started developing a three-year projection of training needs based on annual training requirements submittal, and historical data.

**ANALYSIS.** This process seems to be working well, despite occasional inflated requirements that are submitted to the NAVOSHENVTRACEN.

**RECOMMENDATION.** None.

*Coordinate with the Occupational Safety and Health Administration Training Institute (OSHATI), to provide OSH professional development training, per appendix 6-D (para 0607c(4)).*

**PROCESS.** Appendix 6D of OPNAVINST 5100.23E identifies twenty-four separate Safety and Occupational Health related courses provided by OSHATI.

NAVOSHENVTRACEN reviews annual training needs assessments submitted by activities. If a course is not offered internally, but is offered by OSHATI, NAVOSHENVTRACEN coordinates delivery of the required course dependent on available resources.

During FY99, COMNAVFACENGCOM identified a requirement for an "Excavating and Trenching Safety Course." A training agreement was developed between NAVOSHENVTRACEN and OSHATI, and the training class was provided 27-30 SEP 99 in Gulfport, MS.

During the early stages of reviewing the FY00 training needs assessment, NAVOSHENVTRACEN has identified several requests for OSHATI courses. NAVOSHENVTRACEN intends to coordinate delivery of these courses dependent on availability of resources.

**ANALYSIS.** The process is in place, and working well.

**RECOMMENDATION.** None.

*Submit to the NAVOSHENVTRACEN by 1 September each year, via the chain of command, a listing of command NAVOSH training requirements for occupational safety and health personnel. The listing shall identify courses and/or subject matter by recommended delivery location and anticipated number of command attendees. The listing may include prioritized training requirements considered necessary to comply with standards (para 0607d(2)).*

**PROCESS.** CNET actively participates in the training needs assessment (TNA) process. Annually, CNET requests subordinate activities submit following year training requirements. These inputs are carefully reviewed, consolidated, and forwarded to the NAVOSHENVTRACEN.

**ANALYSIS.** The process that is in place is effective.

**RECOMMENDATION.** None.

*Commanders of Headquarters Commands shall establish programs to provide OSH training to personnel under their authority. To encourage efficient use of resources and avoid duplication of effort, commanders shall utilize existing programs in other commands, other DoD components, OSHA and other Federal agencies wherever practical. In the event other service, agency or contract training is used, the local activity remains responsible for record-keeping (para 0607d(1)).*

**PROCESS.** There is no process in place to accomplish this.

**ANALYSIS.** There is no process in place to partner with other Department of Defense or Federal Agencies in order to eliminate duplicative training, and reduce the cost of training.

**RECOMMENDATION.**

**00-019.** Develop partnerships with other DoD and Federal Agencies in order to transfer more knowledge to more personnel, faster, and for less cost.

## SELF-ASSESSMENT

*Conduct assessments of the effectiveness of the command's overall NAVOSH Program, and those of subordinate commands, and develop plans of action for improving performance in areas identified as needing improvement (OPNAVINST 5100.23E, para 0302e, 0505). The assessment of headquarters NAVOSH programs shall determine the effectiveness of meeting headquarters NAVOSH program requirements as outlined in section 0303 of OPNAVINST 5100.23E (para 0505a).*

**PROCESS.** OPNAVINST 5100.23E does not offer guidance on how to conduct an annual OSH self-assessment in order to determine the effectiveness of meeting headquarters NAVOSH Program requirements. This year, we have identified all requirements OPNAVINST 5100.23E levies on Echelon 2 Headquarters Commands and CNET, and have attempted to define how we meet these requirements.

**ANALYSIS.** We do not do a very good job of capturing and consolidating common problems identified in the activity self-assessment because there is too much data to review (in excess of 100 separate self-assessments, each approximately 30-40 pages in length). We need to develop a quicker means of capturing this data, possibly by identifying a set of critical metrics that would aid us in making this determination. This would give us an easier means of evaluating the effectiveness of subordinate activity OSH programs.

This is the first year that CNET has attempted to define how we meet all the requirements levied on us by OPNAVINST 5100.23E. Previous self-assessments were limited to a review of mishap data, worker's compensation costs, and results of oversight inspections. We anticipate this self-assessment being a continually improving process. Next year's assessment will include the use of critical metrics that will allow us to evaluate the effectiveness of specific elements of the CNET OSH program, and will better summarize common problems identified in activity self-assessments.

### **RECOMMENDATIONS.**

**00-020.** Develop a set of metrics for use in future self-assessments that will enable management to evaluate the effectiveness of specific elements of the CNET OSH program.

**00-021.** Develop a means to summarize common problems identified in activity self-assessments.

*Provide subordinate activities with a systematic approach to conduct the annual self-assessment of the NAVOSH program, including desired key measures of effectiveness (para 0506b(7)).*

**PROCESS.** During fiscal year 2000, CNET developed a handbook that provides a guide for activities to conduct their annual OSH self-assessment, including capturing mandatory metrics. It also requires activities to establish a POA&M (Plan of Actions and Milestones) and actively pursue process improvements within the timelines that are established. We currently require activities to forward to us a copy of this annual self-assessment.

**ANALYSIS.** Not all activities submitted their self-assessments utilizing format provided in the handbook. Additionally, the self-assessment handbook does not provide sufficient information on the Process Review and Measurement System (PRMS) to allow activities to evaluate program elements following the PRMS as required by OPNAVINST 5100.23E.

**RECOMMENDATIONS.**

**00-022.** Emphasize the importance in having all activities conduct and document annual self-assessment following the guidance provided by CNET.

**00-023.** Improve the OSH self-assessment handbook to include more information on how to prepare an annual OSH self-assessment following the PRMS.

## HAZARD ABATEMENT

*Prior to submitting a Hazard Abatement Project application, OSH offices shall consult with both the Echelon 2 OSH Director and the facilities manager (OPNAVINST 5100.23E, para 1204).*

**PROCESS.** In June 2000, COMNAVFACENGCOM created an on-line form for submission of Hazard Abatement Projects requests that meet the requirements of OPNAVINST 5100.23E. When an activity submits a hazard abatement project application, an e-mail will be generated to the applicable Echelon 2 headquarters safety office liaison, requesting concurrence with the project submittal. This new process is scheduled to be fully on-line during the middle of fiscal year 2001.

**ANALYSIS.** This electronic submittal process will vastly improve the previous process. In previous years, NAVFAC tasked a contractor to visit activities in order to identify additional projects for submittal into the hazard abatement program. The contractor often entered numerous projects into the hazard abatement program database that did not meet the prerequisites identified in OPNAVINST 5100.23E, and did not include a review by the cognizant Echelon 2 headquarters command.

In fiscal year 2000, CNET reduced from thirty, to twenty, the number of projects in the CNET hazard abatement program database. Projects that were removed were: either already abated with other funding; included asbestos removal when the asbestos was being managed in place, not warranting removal; was not an occupational safety and health deficiency warranting hazard abatement funding.

In fiscal year 2001, CNET had three hazard abatement program projects that were funded:

*NAS Meridian, Abate fall/confined space hazard, \$35K.*

*NAS Pensacola, Abate aircraft maintenance fall hazard, \$100K.*

*NAS Corpus Christi, Abate LOX converter storage, \$65K.*

**RECOMMENDATION.** None.



*On a continuing basis, identify and evaluate (in coordination with BUMED), safety and health exposure in naval systems, equipment and material affecting the safety and health of Navy employees ashore (para 0506b(2)).*

**PROCESS**. No involvement during this fiscal year.

**RECOMMENDATIONS**. None.

*Ensure that safety and occupational health problems associated with the development, production and disposal of new equipment and materials are recognized and that provisions are made in the development process for their control (para 0506b(4)).*

**PROCESS**. No involvement during this fiscal year.

**RECOMMENDATION**. None.

*Ensure that systems safety engineering and management principles are applied during research, development, test, evaluation, production and acquisition of equipment, facilities and material. Ensure that OSH professionals are included in IPPD teams and that comprehensive programmatic ESH evaluations are performed at appropriate phases in the acquisition process (para 0506b(5)).*

**PROCESS**. Not applicable.

**RECOMMENDATION**. None.

*Provide technical and managerial assistance to subordinate activities on hazard control measures (para (0506b(6))).*

**PROCESS**: This is conducted in conjunction with OSHMES, or as requested by individual activities. There are no examples to report during this fiscal year.

**RECOMMENDATION**. None.

*Safety and health personnel shall inspect all workplaces at least annually. They shall inspect high hazard areas more frequently based upon an assessment of the potential for injuries, occupational illnesses or damage to Navy property. Major commands, installations or the local activity shall establish guidelines for increased frequency of inspections (para 0903).*

**PROCESS.** CNET provides guidance for increased frequency of workplace inspections for high hazard workplaces during the conduct of the triennial OSHME.

**ANALYSIS.** The current process appears to be effective. Existing guidance within paragraph 0903 is sufficient for activities to establish frequency of inspections based on identified hazards. During fiscal year 2000, we did not identify any activities that needed to increase the frequency of workplace inspections.

**Recommendation.** None.

## ERGONOMICS

*Review injury and compensation data for subordinate activities and, where warranted by data review, direct activities to implement an ergonomics program (OPNAVINST 5100.23E, para 2308a(1)); Coordinate program implementation among similar activity types (para 2308a(2)); Provide guidance and assistance to subordinate commands on program development and implementation (para 2308a(3)); Include ergonomics program elements in command goals and review progress toward achieving these goals during scheduled OSHME evaluations (para 2308a(4));*

**PROCESS.** CNET reviews injury and compensation data of subordinate activities' to determine if an ergonomics program is warranted during the triennial Occupational Safety and Health Management Evaluation (OSHME). Additionally, activities are required to conduct a similar review during their annual OSH self-assessment.

**ANALYSIS.** OSHMES have revealed that numerous activities are not conducting WMSD analysis', either as part of the annual workplace inspections, in order to identify and reduce or eliminate risk factors, and thereby possibly reducing the number of ergonomic related injuries/illnesses.

Section 15 of the OSH self-assessment handbook requires activities to answer questions such as has the command/activity conducted a Work-Related Musculoskeletal Disorders (WMSD) analysis and the number of attributed injuries/illnesses. This self-assessment requires the activity to focus on ergonomics issues.

### **RECOMMENDATION.**

**00-024.** Provide training on the proper way to conduct a thorough work-related musculoskeletal disorders analysis as part of, or in conjunction with, OSH workplace inspections during the Echelon 2 breakout session at the NAVOSH Professional Development Conference.

## WEIGHT HANDLING EQUIPMENT

*OSH offices shall provide oversight of the WHE safety program, including safety inspection, evaluations, assessments and audits, risk assessments and mishap investigation (para 3103.e)*

*Assist NAVFACENGCOM in establishing and maintaining weight handling training programs (para 3103c).*

**PROCESS.** SECNAVINST 11260.2 establishes Weight Handling Equipment (WHE) policy and assigns overall responsibility for direction and oversight of the Navy's WHE at shore activities to Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM). The instruction also directs Navy Crane Center (NCC) to conduct periodic audits of activity WHE programs and provide written reports of their findings. NAVFAC 11200.33D identifies the NCC audit procedures and mandates Navy shore activities respond to the NCC audit findings by means of a Plan of Action with Milestones (POA&M) submitted to the NCC via the chain of command. This instruction also mandates that distribution of the NCC audit report include the major claimant.

CNET's role in the WHE program is limited to reviewing the status of actions for NCC audits during Occupational Safety and Health Management Evaluations (OSHMES), and endorsing all correspondence pertaining to Navy Crane Center Audits that are routed via CNET.

The NAVOSHENVTRACEN offers a Crane Safety course (A-493-0074) that provides the knowledge to conduct oversight of the weight-handling program in accordance with OPNAVINST 5100.23E. It provides students with an overview of the safety aspects of the weight handling and rigging program, including safety inspections, evaluations, assessments and audits, risk assessments, and mishap investigations. Students are provided with basic information on overhead, gantry, crawler, locomotive, and truck cranes, overhead hoists, slings, and crane inspections and maintenance. The NCC weight handling equipment courses are operator type training, and CNET does not provide any assistance in establishing and maintaining them.

**ANALYSIS.** 68% of activities (60 of 88) have WHE covered by NAVFAC P-307, and are subject to NCC audits. 37% of activities (22 of 60) were audited during calendar year 2000. Only 1 was rated unsatisfactory. 18% of activities (11 of 60) are scheduled for audit during calendar year 2001.) 10 out of 22

(46%) of the activities audited were audited as part of another entity (i.e. NAS Jacksonville, etc.) and a separate report was not compiled. CNET is not included in the endorsement chain of for these audit reports. Also, CNET does not track the status of recommendations identified in WHE audits.

**RECOMMENDATIONS.**

**00-025.** Liaison with NCC to ensure that CNET is included on the distribution for all CNET subordinate activity audit reports.

**00-026.** Establish WHE audit report tracking system.

## LEAD PROGRAM

*Provide advice and technical assistance to define appropriate engineering and work practice controls, and to identify acceptable lead free substitute materials (OPNAVINST 5100.23E, para 2111b(1)); Ensure program support by budgeting the resources required to meet the regulatory standards for the control of lead (para 2111b(2)); Determine the applicability of 29 CFR 1926.62 to any operations within the claimancy and provide policy and guidance to affected commands and activities. This will require procedures to ensure pre-placement medical screening and training are provided to workers based on occupational "task based triggers." (para 2111b(3)).*

**PROCESS.** CNET subordinate activities' lead programs are evaluated during the triennial Occupational Safety and Health Management Evaluation (OSHME) and the activity annual OSH self-assessment. Recommendations are provided to correct deficiencies and they are tracked until abated.

**ANALYSIS.** In fiscal year 2000, only one lead program deficiency was identified during an OSHME, which involved "peeling" paint." This deficiency has been corrected.

There is no documentation to verify if CNET has ever determined the applicability of 29 CFR 1926.62 to any operations within the CNET claimancy, and provided policy guidance to affected commands and activities.

### **RECOMMENDATION.**

**00-027.** Determine the applicability of 29 CFR 1926.62 to any operations within the CNET claimancy, and provide policy guidance to affected commands and activities.

## ASBESTOS PROGRAM

*Ensure asbestos containing materials are not procured or specified when a suitable substitute exists (OPNAVINST 5100.23E, para 1713a(1)); Provide advice and technical assistance, in coordination with BUMED, to define appropriate engineering and work practice controls, and identify acceptable non-asbestos containing substitute materials (para 1713a(3)); Ensure program support by providing the resources required to meet the regulatory standards for the control of asbestos as prescribed by Chapter 17. (OPNAVINST 5100.23E, para 1713a(4)).*

**PROCESS.** CNET subordinate activities' asbestos programs are evaluated during the triennial Occupational Safety and Health Management Evaluation (OSHME) and the activity annual OSH self-assessment.

During OSHMES, a review of the activity's asbestos program is conducted, and specific issues are addressed as surfaced by the activity or recognized during the walk-through of work areas. OSH self-assessments are reviewed for identification of any program weaknesses and assistance provided, as required.

**ANALYSIS.** Some CNET host activities have been remiss in their responsibility to properly administer the Asbestos Control Program, i.e., not updating their Asbestos Operations and Maintenance Plan, including the asbestos inventory. One host activity's asbestos program was, for all practical purposes, non-existent. Also, the OSHME process has not focused on asbestos programs at those activities that are tenants on other claimancy installations; consequently, we do not know if the hosts are providing the required asbestos program support.

### **RECOMMENDATIONS.**

**00-028.** Provide whatever assistance is required in order for CNET claimancy host activities to properly manage their Asbestos Control Program.

**00-029.** Ensure that the OSHME process focuses on asbestos programs at those activities that are tenants on other claimancy installations.

## ENERGY CONTROL

*Ensure development and implementation of lockout/tagout programs are per the guidance in this chapter for all systems and operations under their cognizance. (OPNAVINST 5100.23E, para 2404); As necessary, provide amplifying guidance to subordinate activities on command implementation of the lockout/tagout program to ensure program consistency and effectiveness. (para 2404)*

**PROCESS**. CNET reviews energy control during triennial OSHMES, and we require activities to address this program in their OSH self-assessment.

In addition to complying with the Energy Control requirements established by OPNAVINST 5100.23E, CNET schoolhouses must train sailors on shipboard tag-out procedures contained in OPNAVINST 5100.19C. Therefore, we have promulgated the following amplifying guidance in CNETINST 5100.2H, "Energy control requirements contained in OPNAVINST 5100.23E shall be applied to operational tasks that do not involve formal, supervised instruction. The energy control requirements specified in OPNAVINST 5100.19C are for use aboard ships or as part of formal training, i.e. as part of a training evolution for which a course identification number is assigned. Elements of the energy control program specified in OPNAVINST 5100.19C which clearly violate OSHA requirements, i.e., red tags, may not be used as part of an ashore energy control program."

**ANALYSIS**. During fiscal year 2000 OSH Management Evaluations, three out of twenty-five activities were identified as not having implemented an energy control program. These deficiencies are being tracked through the OSH Management Evaluation process.

**RECOMMENDATION**. None.



## NON-IONIZING RADIATION

*Laser and RF hazard surveys and certifications are obtained for new equipment, installations, laser training ranges or modifications of existing equipment, installations or ranges when required to define laser or RF exposure levels or determine personnel access restrictions (OPNAVINST 5100.23E, para 2225e(2)).*

**PROCESS.** CNET reviews non-ionizing radiation programs during triennial OSHMES, and we require activities to address this program in their OSH self-assessment. We verify that activities have processes in place to ensure an effective non-ionizing radiation safety program, if applicable.

**ANALYSIS.** CNET has no process in place to ensure laser and RF hazard surveys and certifications are obtained for new equipment, installations, or modifications of existing equipment other than through the OSHME and the activity OSH self-assessment.

During fiscal year 2000, there were no deficiencies identified.

### **RECOMMENDATION.**

**00-030.** Establish a process to ensure laser and RF hazard surveys and certifications are obtained for new equipment, installations, or modifications of existing equipment other than through the OSHME and the activity OSH self-assessment.

## PLAN OF ACTIONS AND MILESTONES

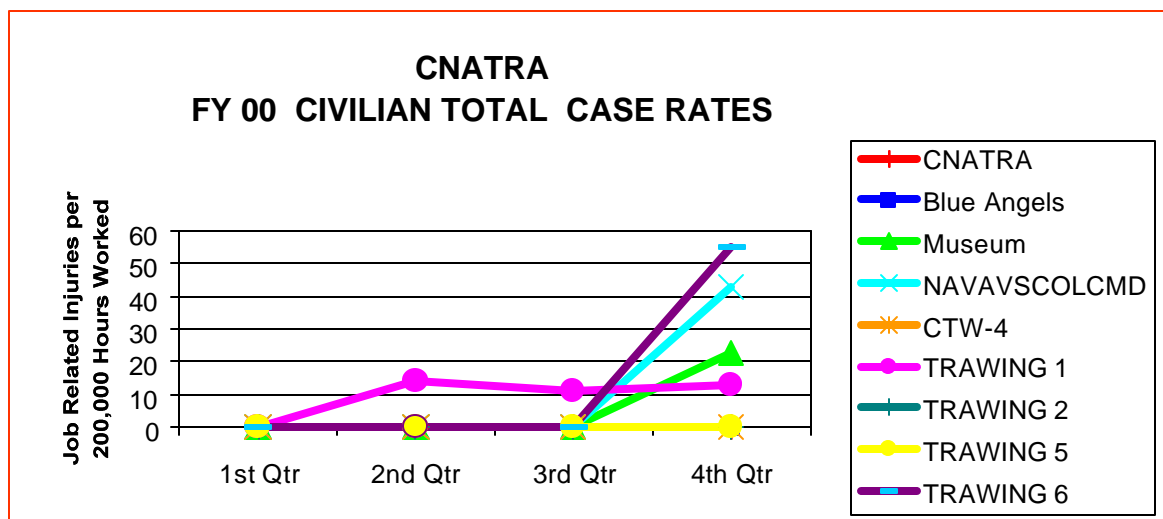
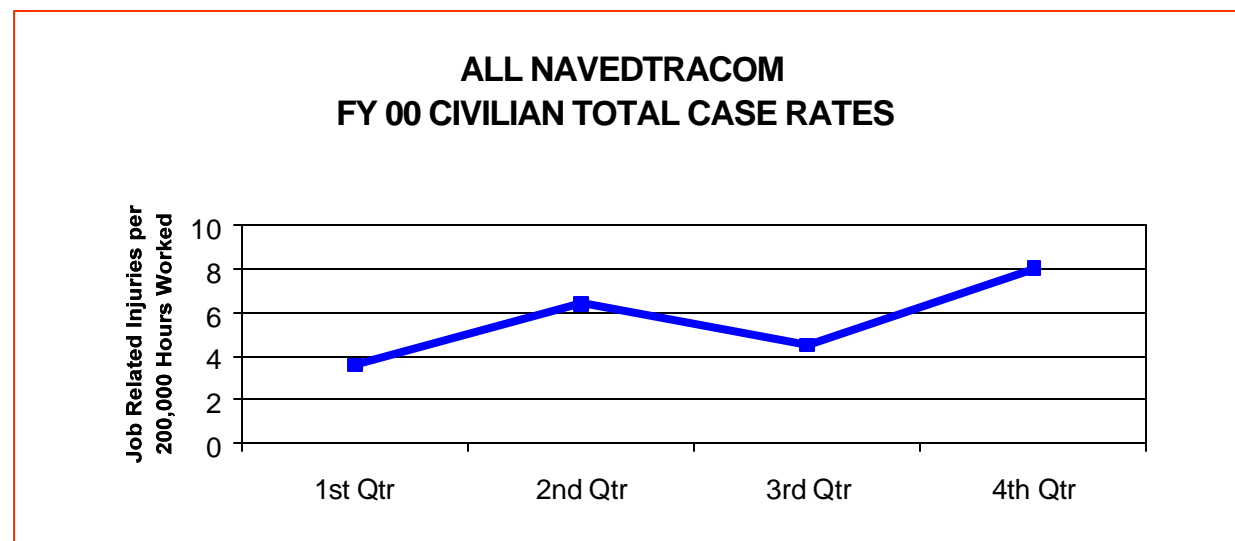
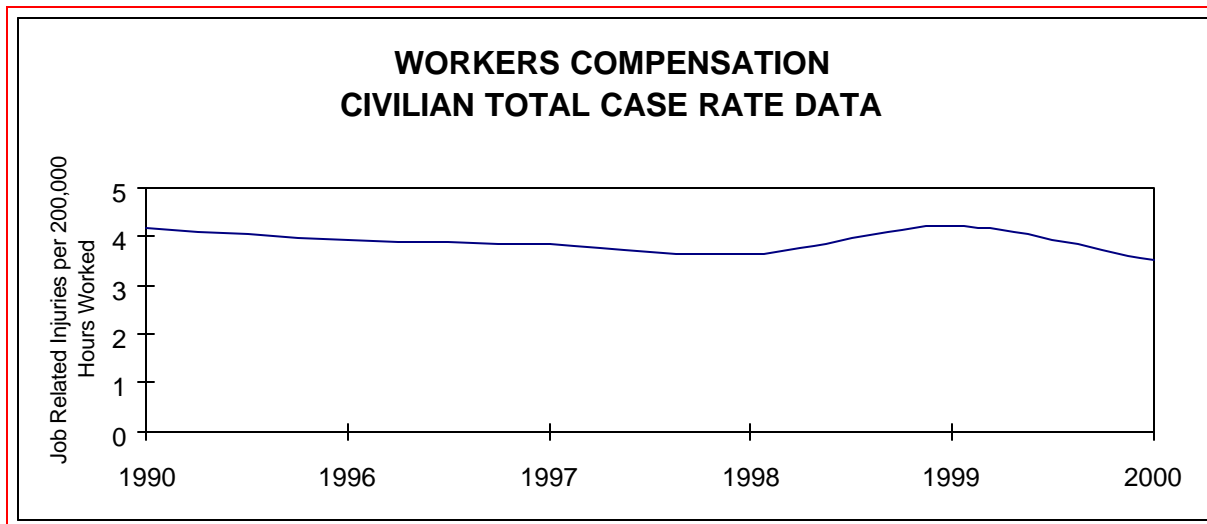
Improvement Strategy	Actions	Action Code(s)	Desired Outcome	Target Date
Improve OSHME, Training Safety and Firefighter Trainer Certification Process	00-001. Modify OSHME, Training Safety, and Firefighter Trainer Certification process commensurate with the size and risk level of work performed at activity.	CNET (00X)	Reduce evaluation times to allow activities to focus on mission.	DEC 01
	00-002. Increase the use of the activity annual OSH self-assessment to allow focusing OSHMES on specific processes.	CNET (00X)	Reduced time spent at activity conducting OSHME.	DEC 01
	00-003. Combine evaluations of activities in same geographic areas.	CNET (00X)	Less time spent by OOX traveling. Increase time available for program improvements. Less money spent on travel.	APR 02
	00-004. Develop a Training Safety Self-Assessment Guide	CNET (00X)	Allow for reducing time spent at activity. Allow for activities to focus on mission.	JUN 01
	00-005. Develop a Firefighter Trainer Self-Assessment Guide	CNET (00X)	Allow for reducing time spent at activity. Allow for activities to focus on mission.	JUN 01
Improve Customer Focus	00-006. Develop a method to document time spent providing consultation services to subordinate activities, and identify any common problems.	CNET (00X)	Ability to identify common problems across claimancy and develop internal key indicator metric.	MAY 01
	00-007. Develop and implement a CNET Safety Award Program.	CNET (00X)	Increased focus on Safety.	JUL 01
Resource Requirements	00-008. Provide training on, and convey the importance of using the new self-assessment format at the CNET breakout session at PDC.	CNET (00X)	Consistency of assessment across claimancy and improved quality of self-assessments.	APR 01
	00-009. Evaluate the feasibility of establishing additional FTES at NETPDTC and NAVTECHTRACEN Pensacola.	CNET (00X) And CNET (OS1)	Increased command involvement in the processes of providing OSH consultation and oversight.	MAY 01

Improvement Strategy	Actions	Action Code(s)	Desired Outcome	Target Date
Improve Mishap Prevention	00-010. Assist NAVEDTRACOM activities to achieve a reduction in compensation costs.	CNET ?????????	Reduction of FECA costs across the CNET claimancy.	SEP 01
	00-011. Ensure activities experiencing increased mishap trends have developed strategies to reduce their mishaps.	CNET (00X)	Reduction of injury/illness rates across the CNET claimancy.	AUG 01
	00-012. Work with COMNAVSAFECEN to develop and promulgate lessons learned from all three Recruit and NJROTC training fatalities.	CNET (00X)	Increased awareness.	SEP 01
Improve OSH Training	00-013. Develop a more efficient means of ensuring sufficient OSH and HMC&M training is imbedded in curricula.	CNET (00X) And NAVOSHETC	More efficient use of resources.	JUL 01
	00-014. Ensure the scope of the process developed is limited to ensuring sufficient NAVOSH and HMC&M training is imbedded in curricula.	CNET (00X)	Elimination of redundant inspections of CNET activities.	JUL 01
	00-015. Develop a process for reviewing and evaluating commercial off-the-shelf web-based training products to replace existing NAVOSHENVTRACEN formal courses.	CNET (00X) And NAVOSHETC	Ability to transfer more knowledge to more sailors faster and for less cost.	DEC 01
	00-016. Identify and prioritize new web-based COTS training products to replace or compliment existing formal NAVOSHENVTRACEN courses.	CNET (00X) and NAVOSHETC	Ability to transfer more knowledge to more sailors faster and for less cost.	APR 02
	00-017 Evaluate the feasibility of purchasing commercial off-the-shelf web-based training products for use in providing employee OSH training.	CNET And NAVOSHETC	Ability to transfer more knowledge to more sailors faster and for less cost.	DEC 01

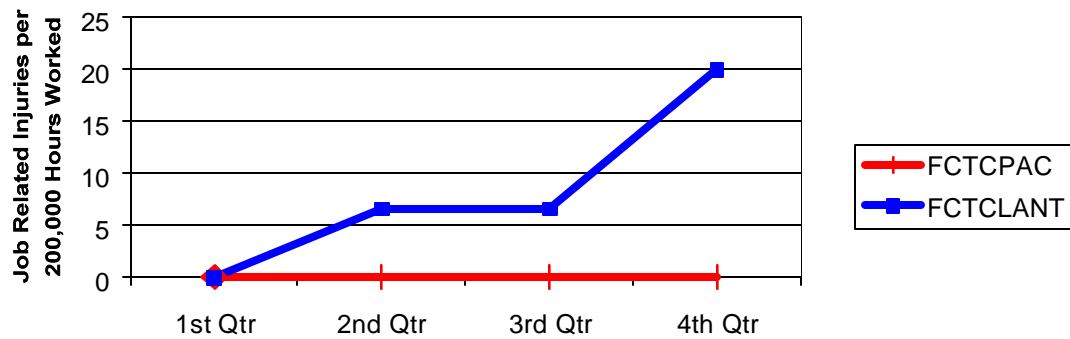
Improvement Strategy	Actions	Action Code(s)	Desired Outcome	Target Date
	00-018. Delete the requirement for NAVOSHENVTRACEN to provide the Shore Training Working Group with course attendance data.	CNET (00X)	Eliminate unnecessary process.	MAY 01
	00-019. Develop partnerships with other DoD and Federal agencies in order to transfer more knowledge to more personnel, faster, and for less cost.	CNET (00X) And NAVOSHETC	Ability to transfer more knowledge to more sailors faster and for less cost.	SEP 01
Improve Self-Assessment Process	00-020. Develop a set of metrics for use in future activity self-assessments that will enable CNET headquarters management to evaluate the effectiveness of specific elements of the CNET claimancy OSH program.	CNET (00X)	Establishment of more efficient means of evaluating effectiveness of OSH programs.	SEP 01
	00-021. Develop a means to summarize common problems identified in activity self-assessments.	CNET (00X)	Improve process of capturing and consolidating common problems identified in activity self-assessments.	SEP 01
	00-022. Emphasize the importance in having all activities conduct and document their annual self-assessment following the guidance provided by CNET.	CNET (00X)	Improve ability of evaluating claimancy OSH program.	AUG 01
	00-023. Improve the OSH self-assessment handbook to include more information on how to prepare an annual OSH self-assessment following the PRMS.	CNET (00X)	Compliance with OPNAVINST 5100.23E.	NOV 01
Ergonomics	00-024. Provide training on the proper way to conduct a thorough work-related musculoskeletal disorders analysis as part of the OSH workplace inspection.	CNET (00X)	Reduction of ergonomic related injuries.	JUN 01

Improvement Strategy	Actions	Action Code(s)	Desired Outcome	Target Date
Weight Handling Equipment	00-025. Liaison with NCC to ensure that CNET is included in the distribution for all CNET subordinate activity audit reports.	CNET (00X)	Obtain data to develop strategies for program improvement across the claimancy.	JUN 01
	00-026. Establish an audit report tracking system.	CNET (00X)	Timely correction of identified deficiencies.	AUG 01
Lead	00-027. Determine the applicability of 29 CFR 1926.62 to any operations within the CNET claimancy.	CNET (00X)	Comply with requirements. Reduce potential exposure to lead.	SEP 01
Asbestos	00-028. Provide assistance to host activities in order for them to properly manage their asbestos control program.	CNET (00X)	Eliminate potential exposure to asbestos.	DEC 01
	00-029. Ensure that the OSHME process focuses on asbestos program at those activities that are tenants on other claimancy installations.	CNET (00X)	Eliminate potential exposure to asbestos.	JUL 01
Non-Ionizing Radiation	00-030. Establish a process to ensure laser and RF hazard surveys and certifications are obtained for new equipment, installations, or modifications of existing equipment other than through the OSHME and the activity self-assessment.	CNET (00X)	Eliminate potential exposure to non-ionizing radiation.	DEC 01

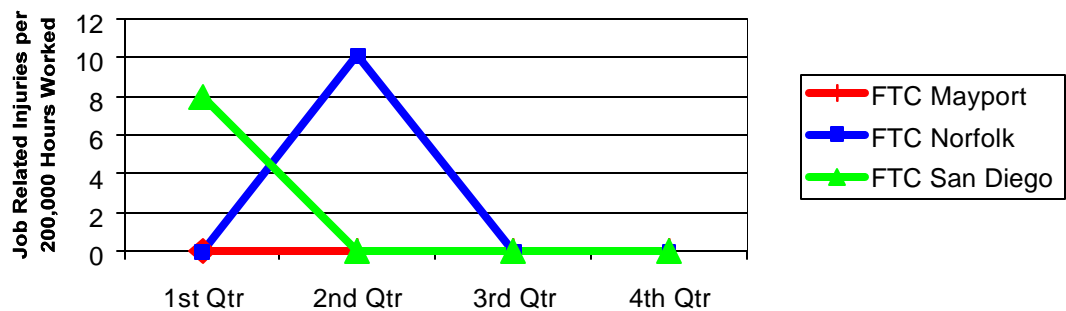
## APPENDIX A CIVILIAN TOTAL CASE RATES



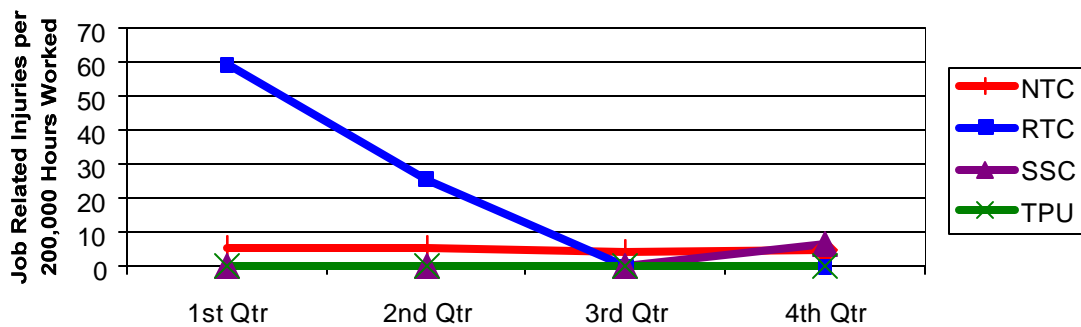
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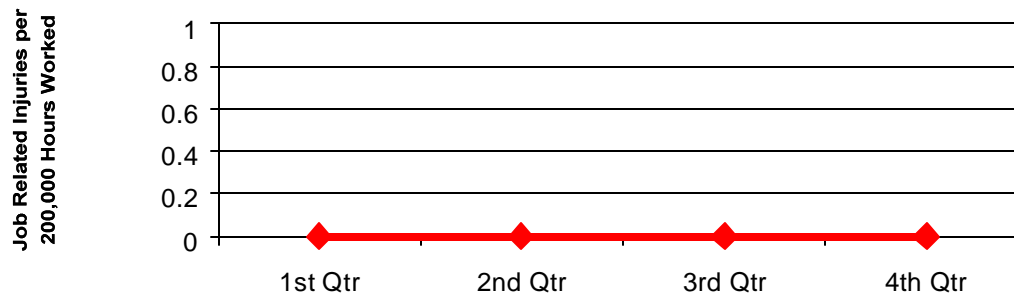
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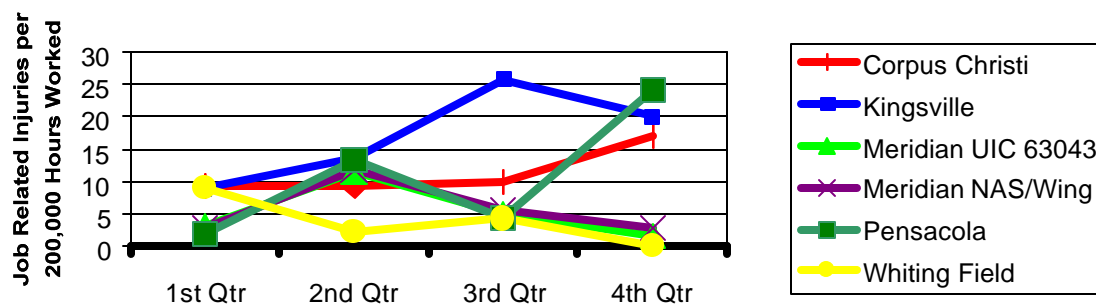
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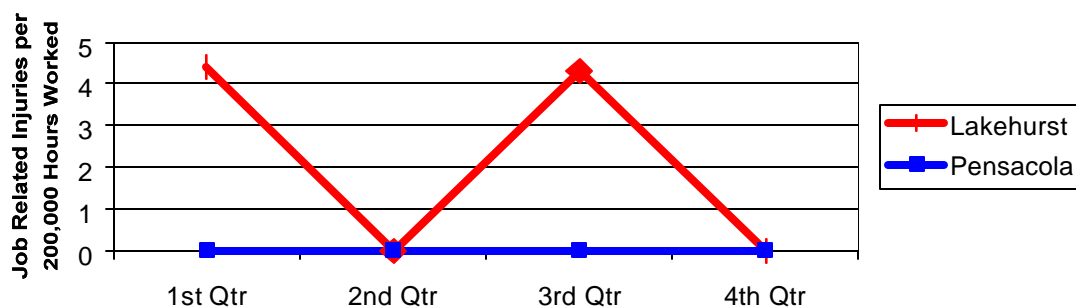
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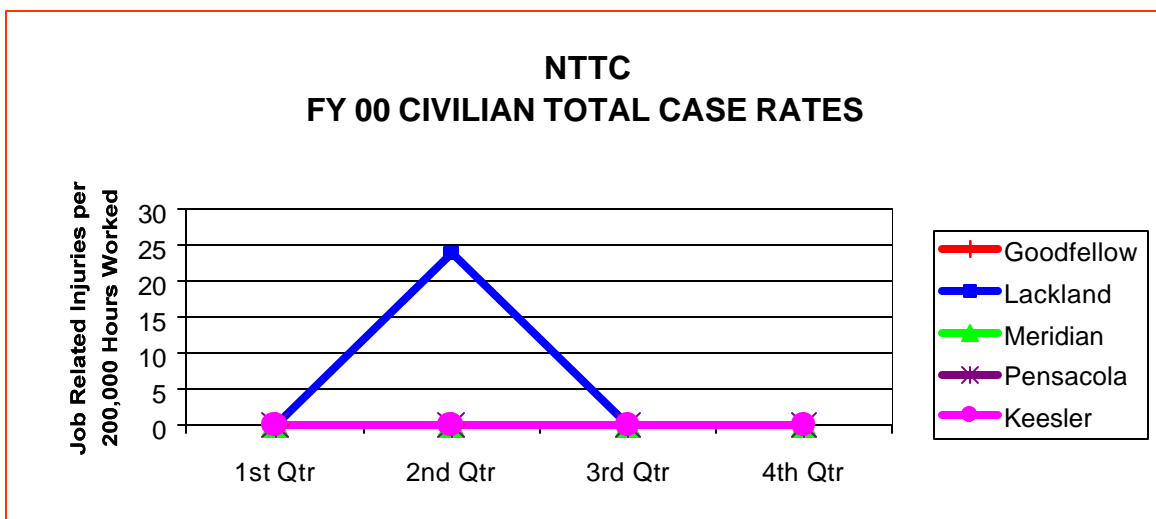
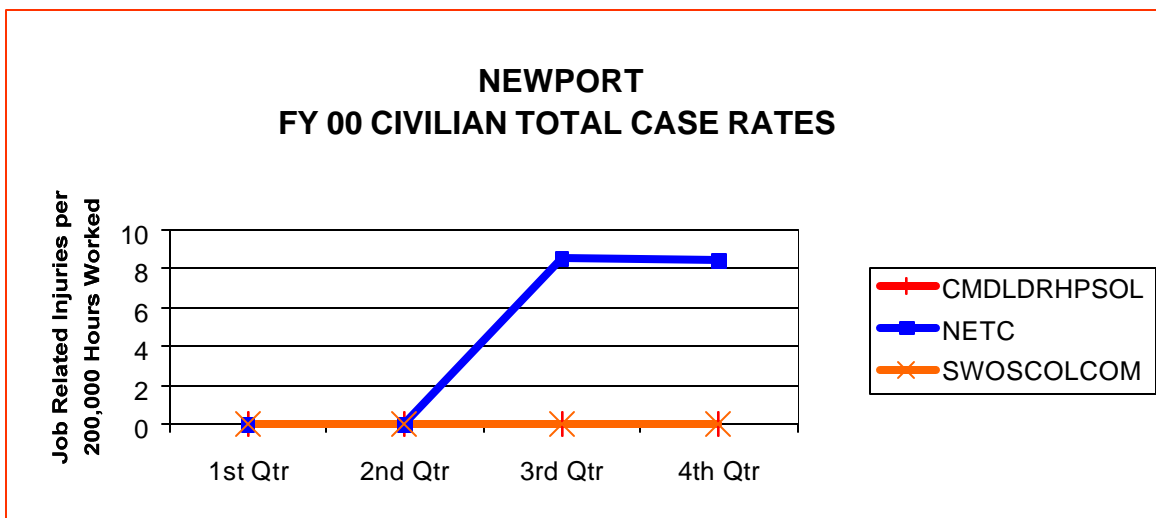
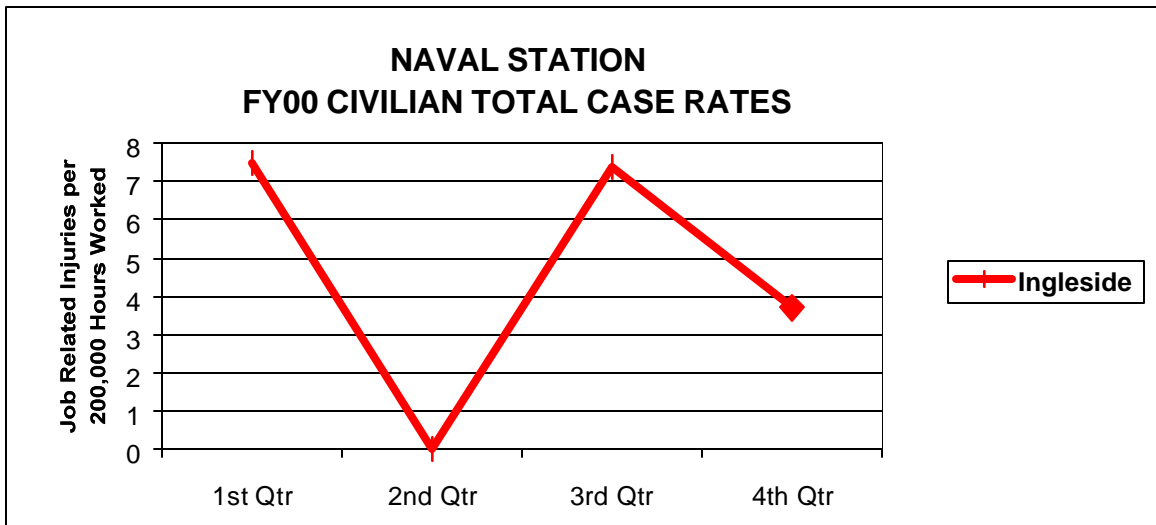
### NAVAL AIR STATIONS FY00 CIVILIAN TOTAL CASE RATES



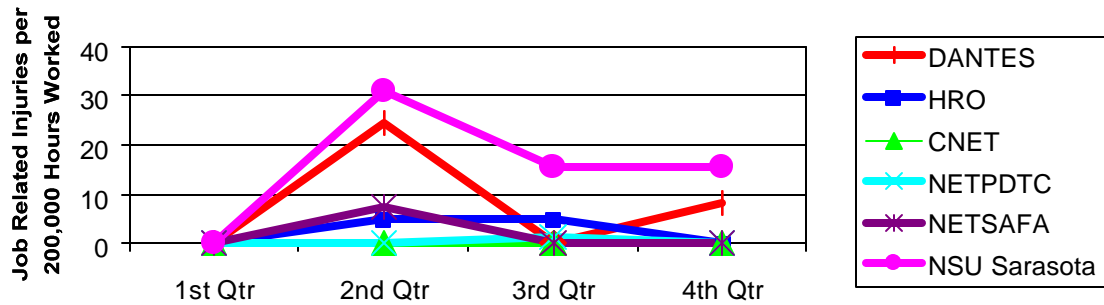
### NATTC's FY 00 CIVILIAN TOTAL CASE RATES



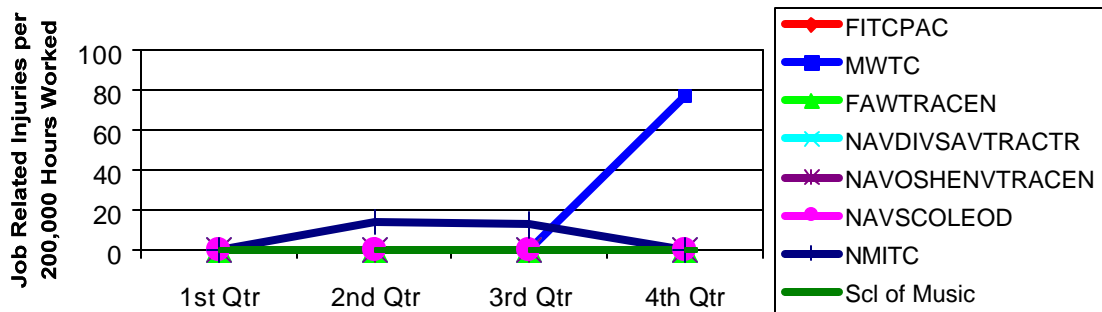




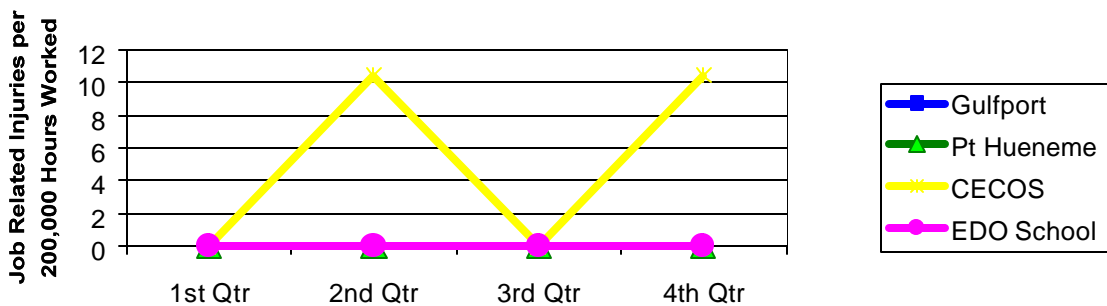
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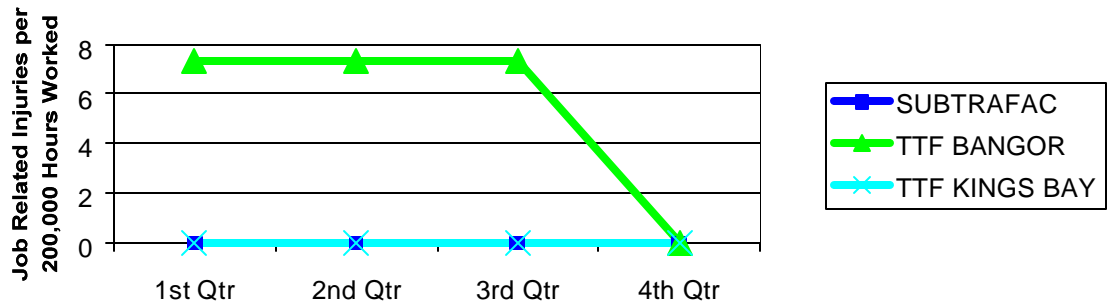
### OTHER SCHOOLS FY 00 CIVILIAN TOTAL CASE RATES



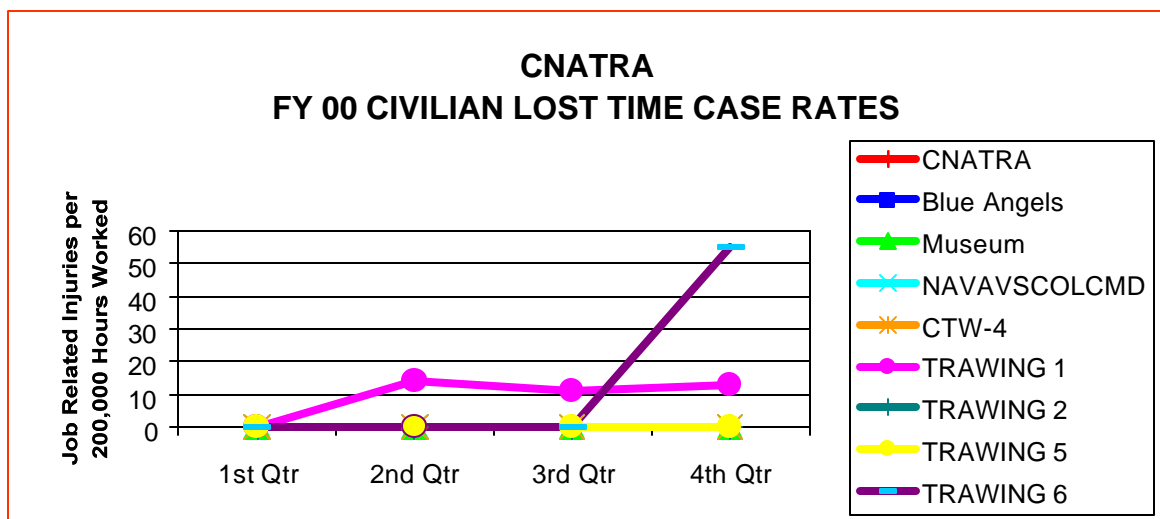
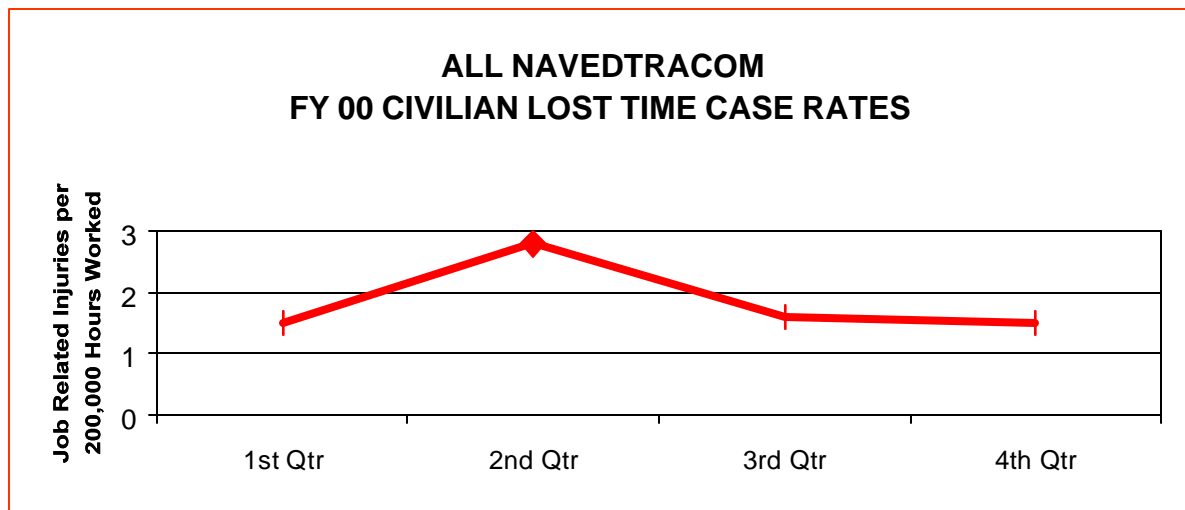
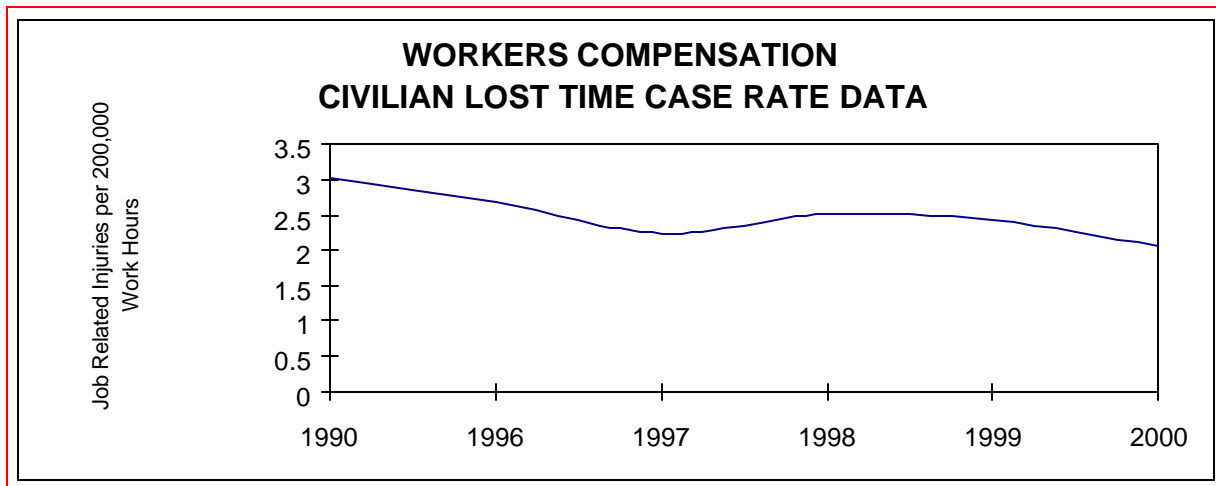
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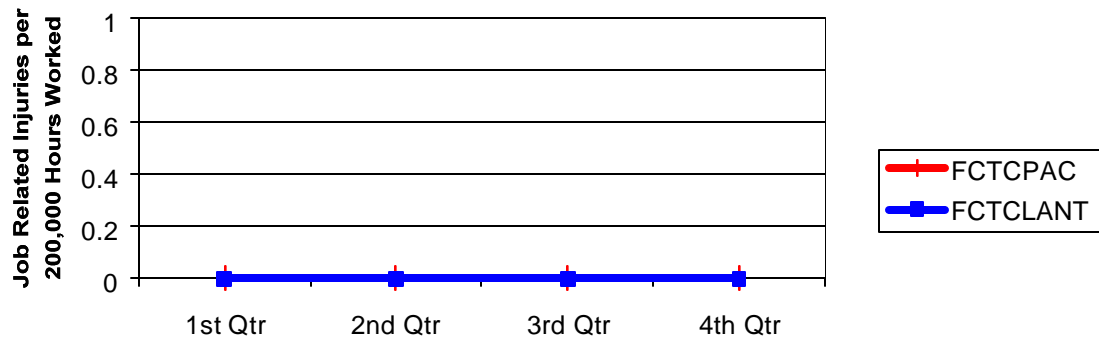
### SUBMARINE SCHOOLS FY 00 CIVILIAN TOTAL CASE RATES



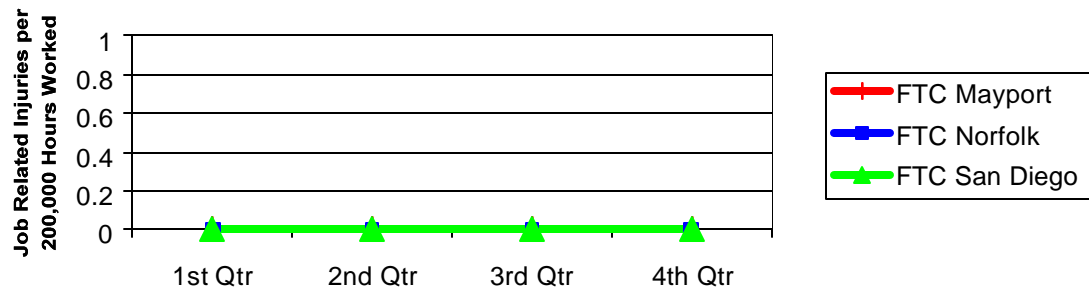
## APPENDIX B CIVILIAN LOST TIME CASE RATES



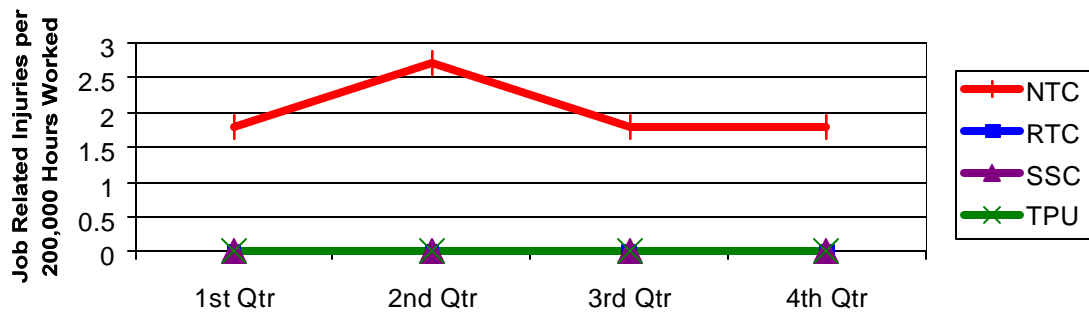
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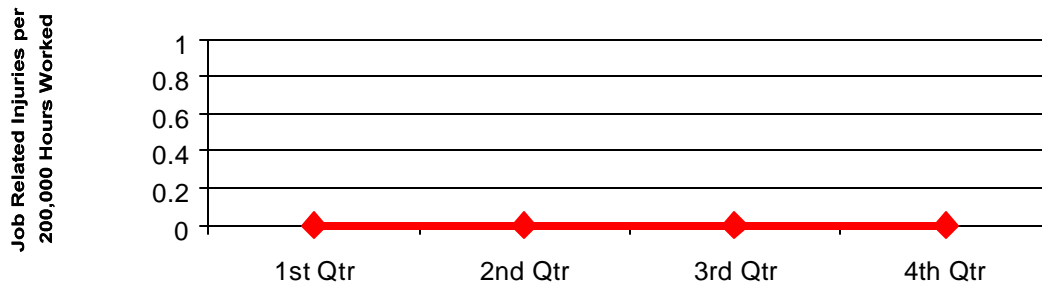
### FLEET TRAINING CENTERS FY 00 CIVILIAN LOST TIME CASE RATES



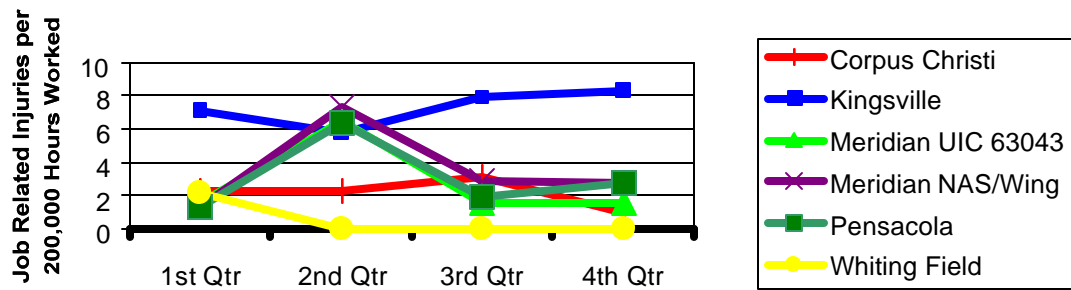
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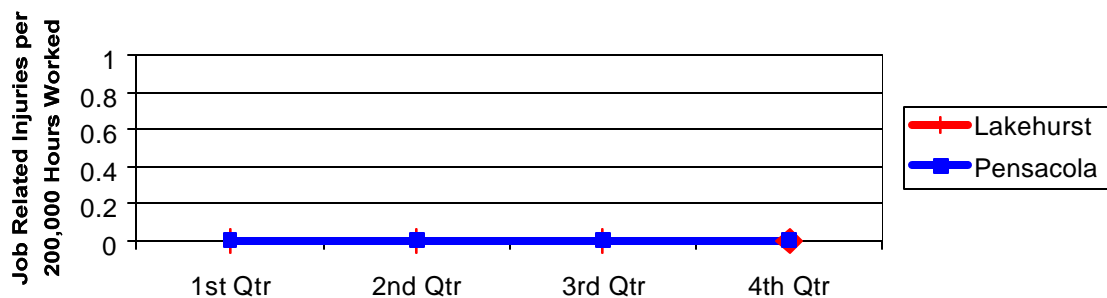
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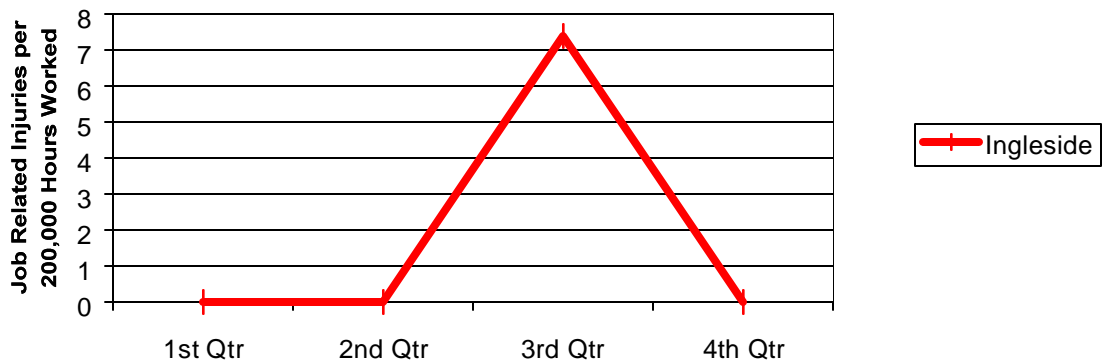
### NAVAL AIR STATIONS FY 00 CIVILIAN LOST TIME CASE RATES



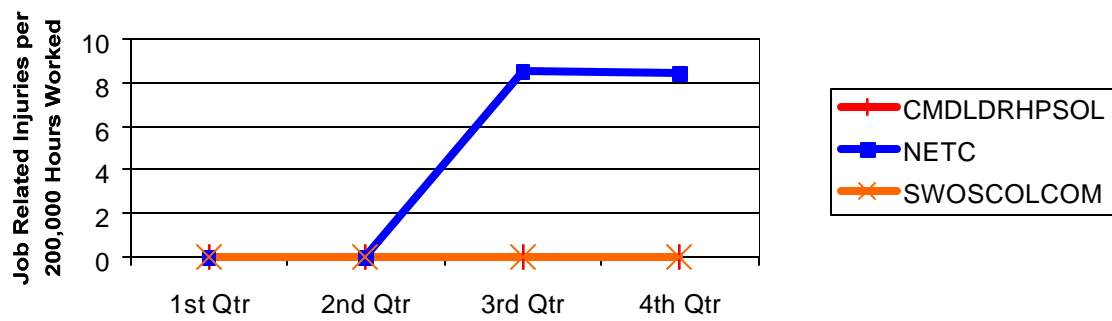
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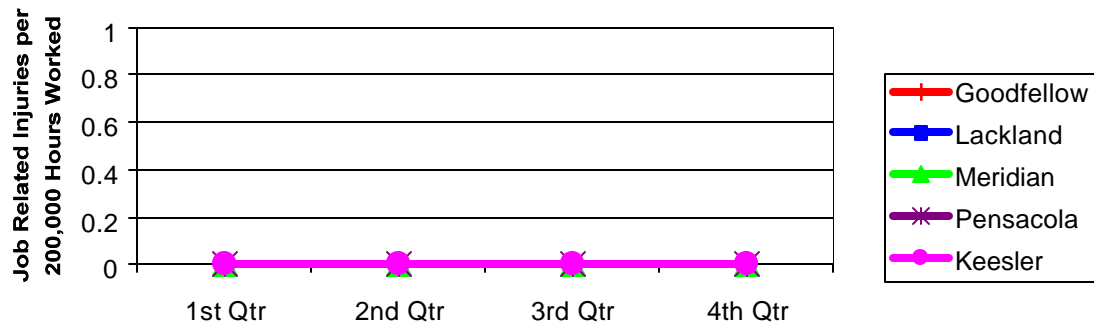
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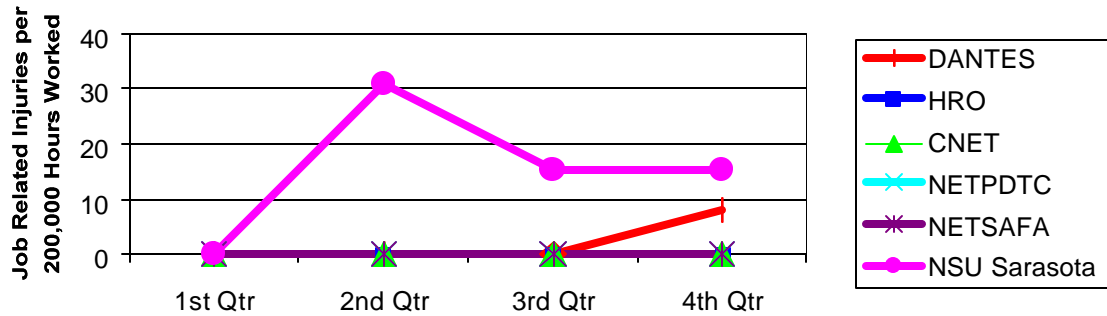
### NEWPORT FY 00 CIVILIAN LOST TIME RATES



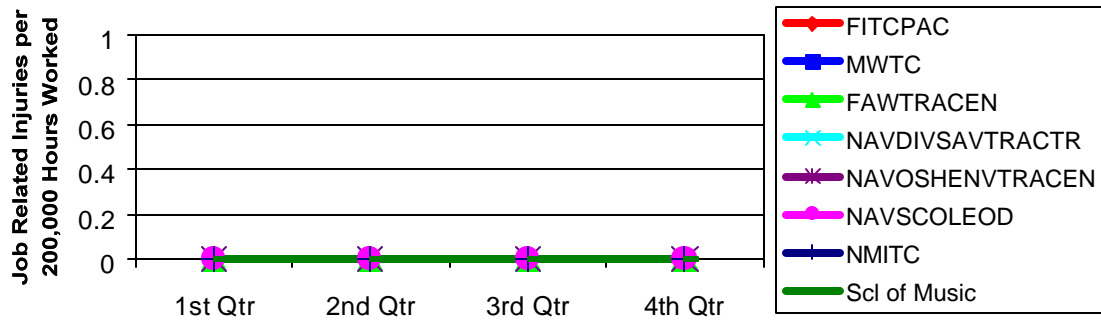
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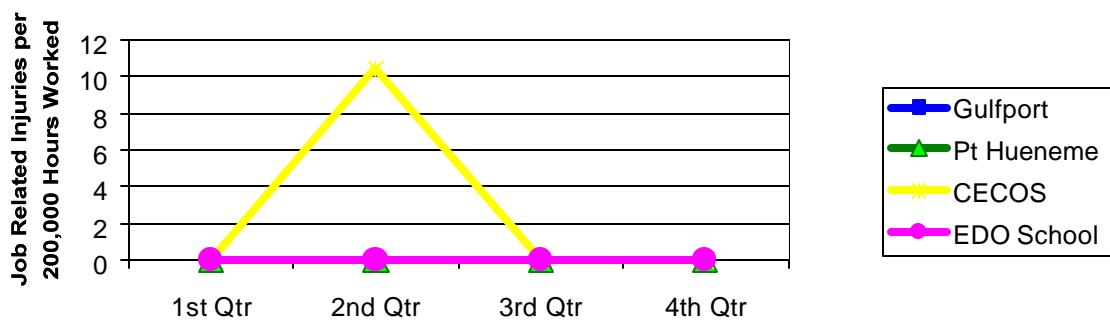
### OTHER ADMINISTRATIVE ACTIVITIES FY 00 CIVILIAN LOST TIME CASE RATES



### OTHER SCHOOLS FY 00 CIVILIAN LOST TIME CASE RATES

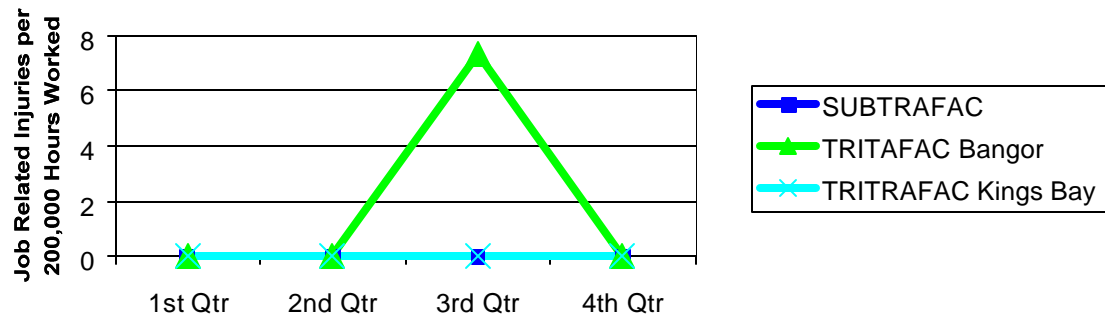


### SEABEES FY 00 CIVILIAN LOST TIME CASE RATES





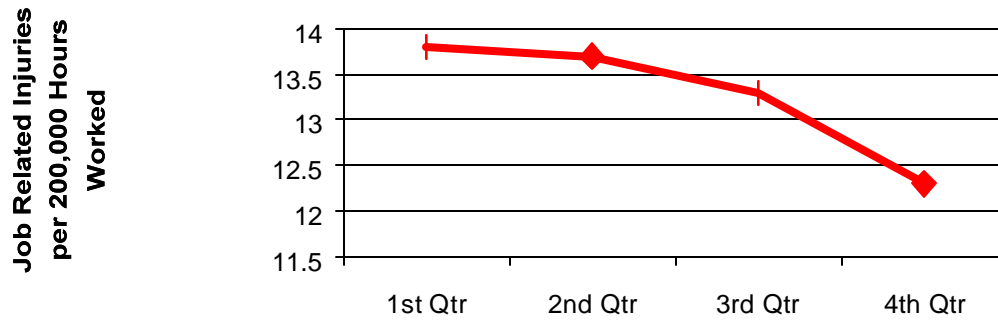
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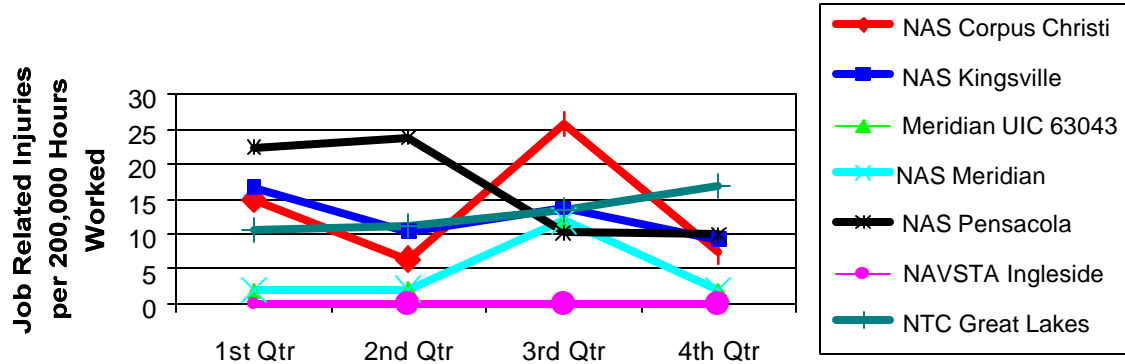
## APPENDIX C

### NON-APPROPRIATED FUND EMPLOYEES

**ALL NAVEDTRACOM  
FY 00 NAF CIVILIAN CASE RATES**

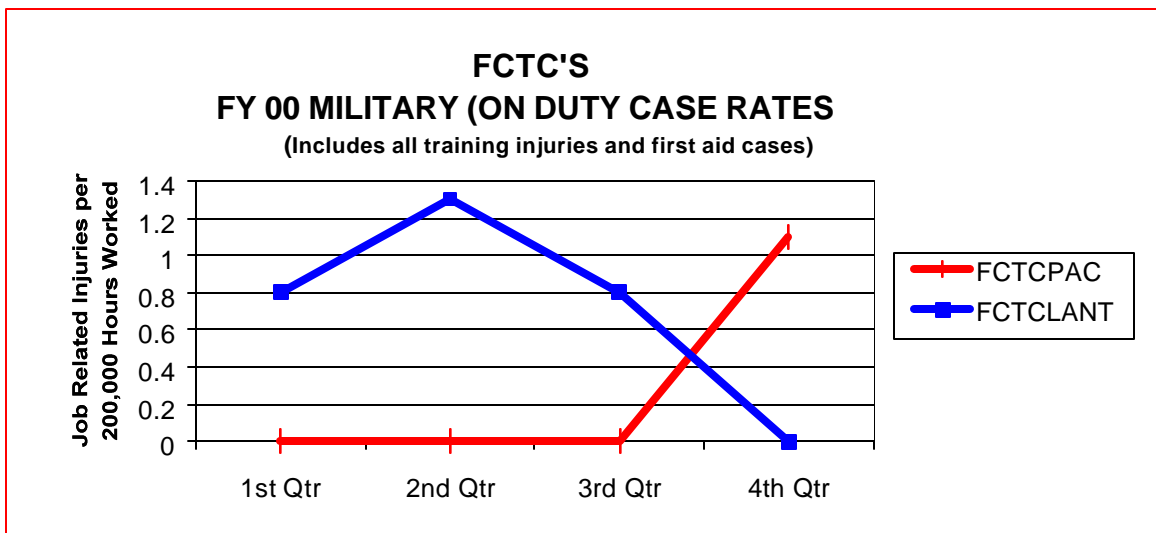
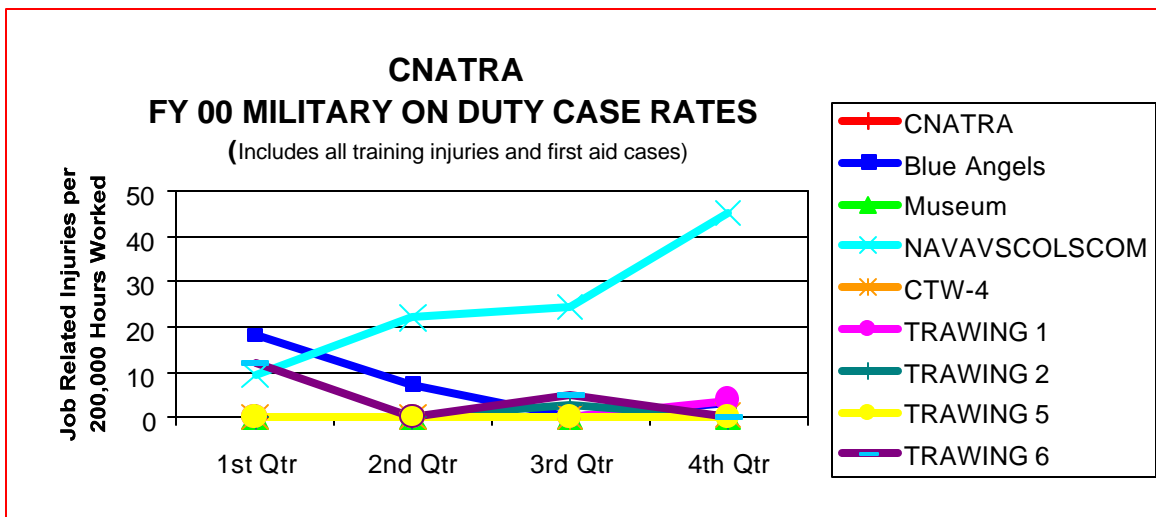
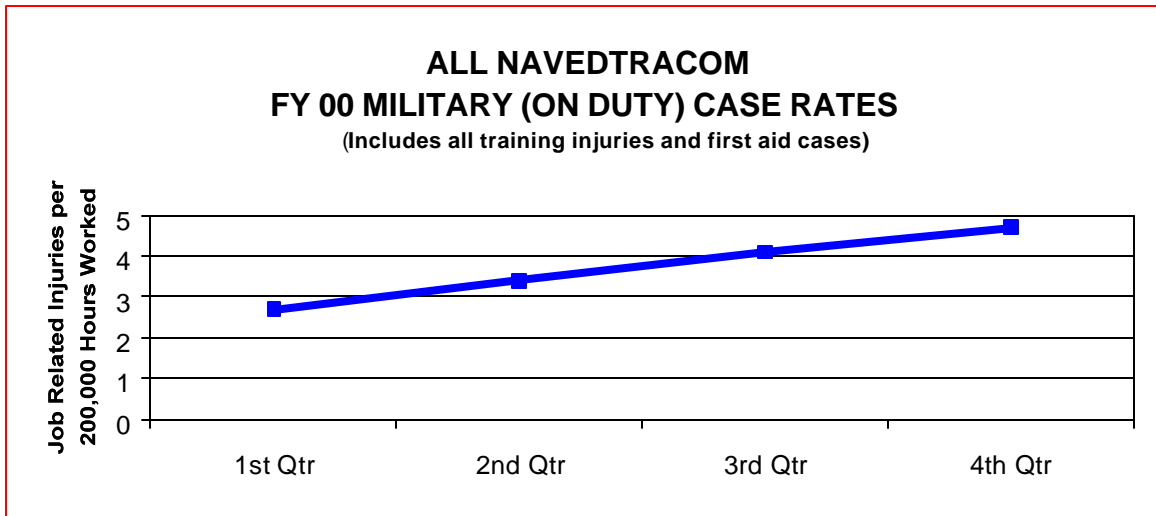


**ACTIVITY  
FY 00 NAF CIVILIAN TOTAL CASE RATES**



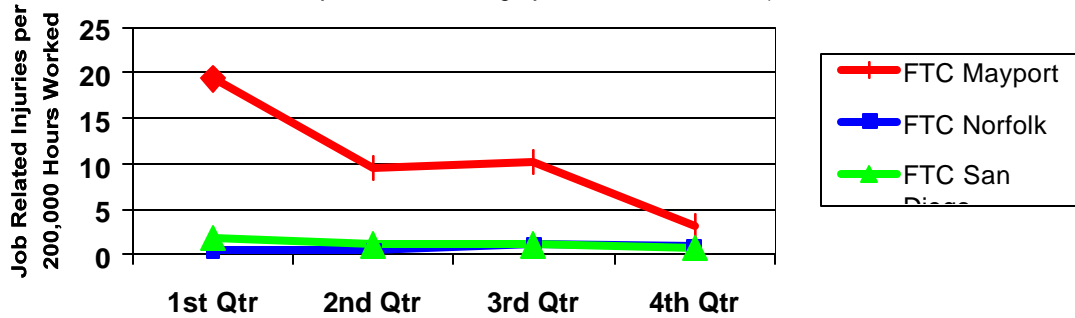
## APPENDIX D

### MILITARY ON-DUTY TOTAL CASE RATES



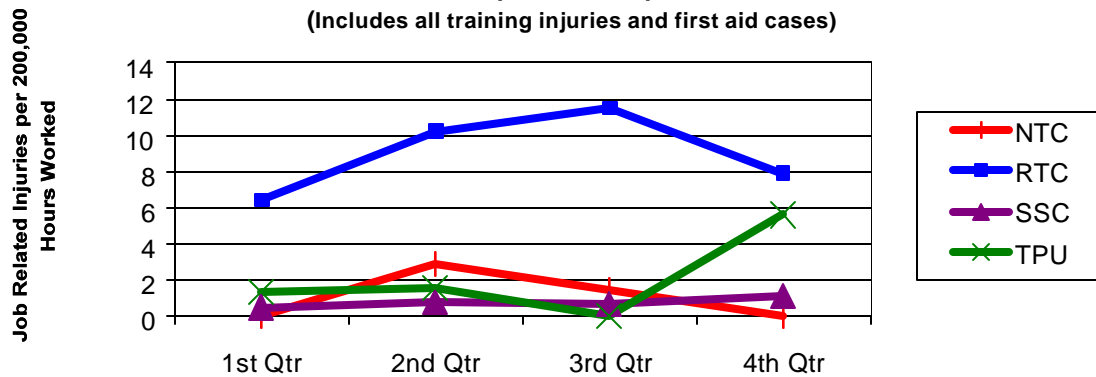
### FLEET TRAINING CENTERS FY 00 MILITARY (ON DUTY) CASE RATES

(Includes all training injuries and first aid cases)



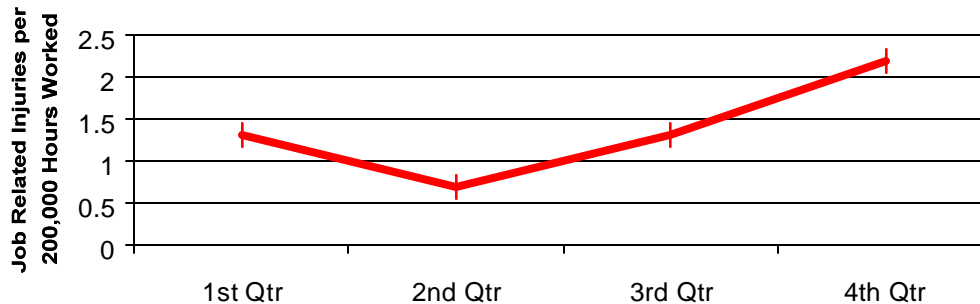
### GREAT LAKES FY 00 MILITARY (ON DUTY) CASE RATES

(Includes all training injuries and first aid cases)

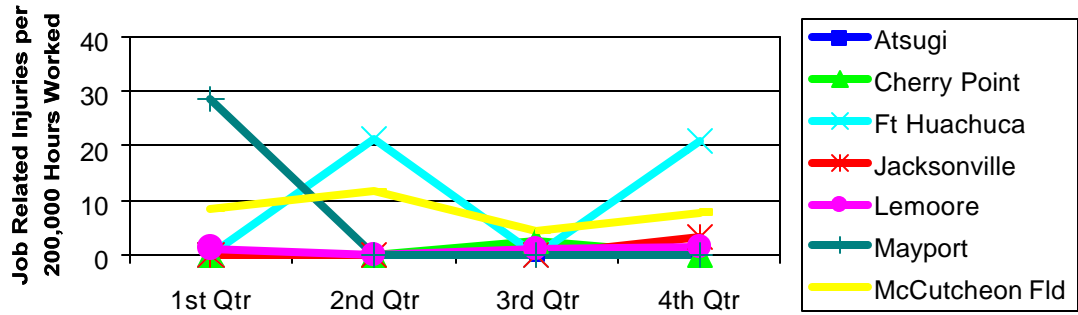


### NAMTRAGRU (ALL ACTIVITIES) FY 00 MILITARY (ON DUTY) CASE RATES

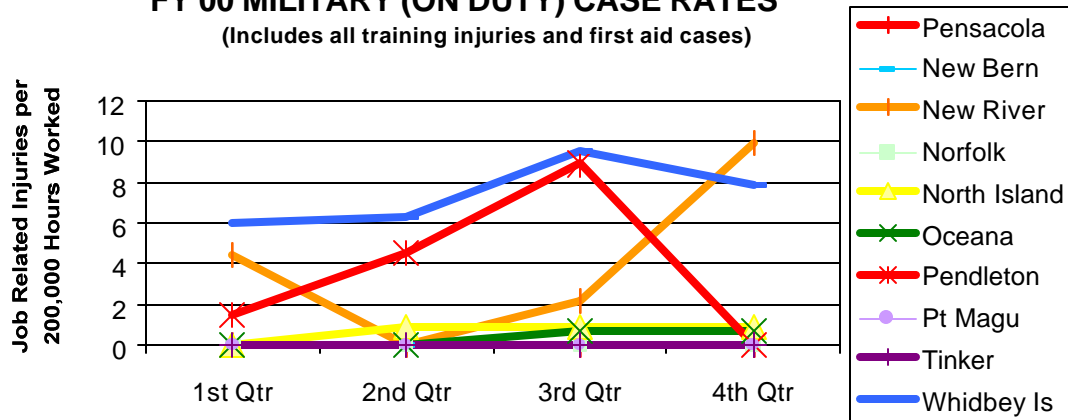
(Includes all training injuries and first aid cases)



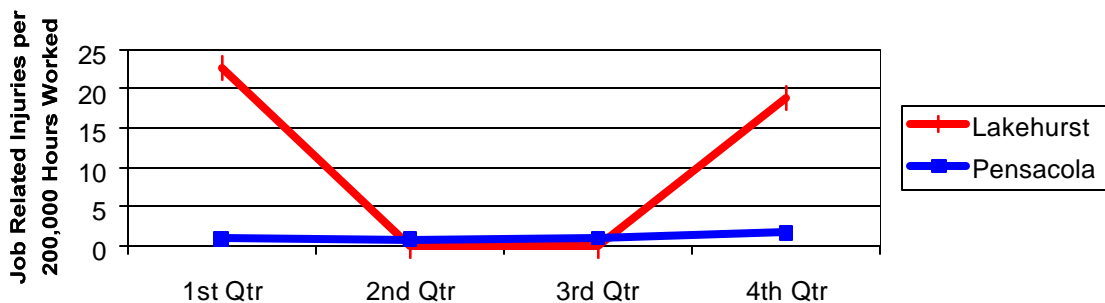
**NAMTRAGRU (A thru M)**  
**FY 00 MILITARY (ON DUTY) CASE RATES**  
 (Includes all training injuries and first aid cases)



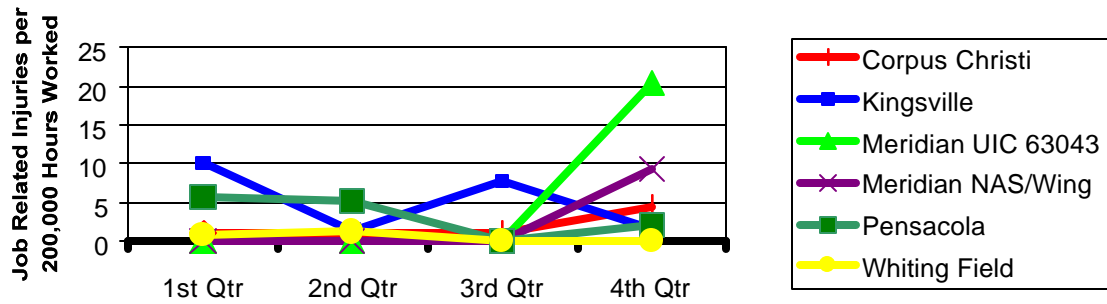
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**FY 00 MILITARY (ON DUTY) CASE RATES**  
 (Includes all training injuries and first aid cases)



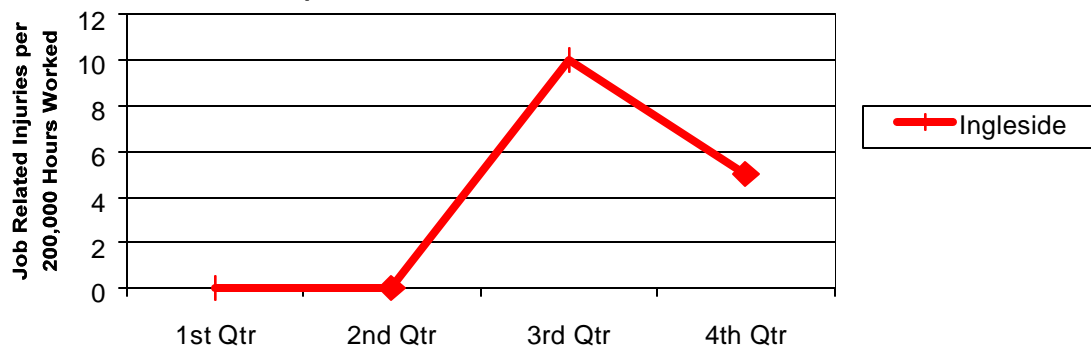
**NATTC'S**  
**FY 00 MILITARY (ON DUTY) CASE RATES**  
 (Includes all training injuries and first aid cases )



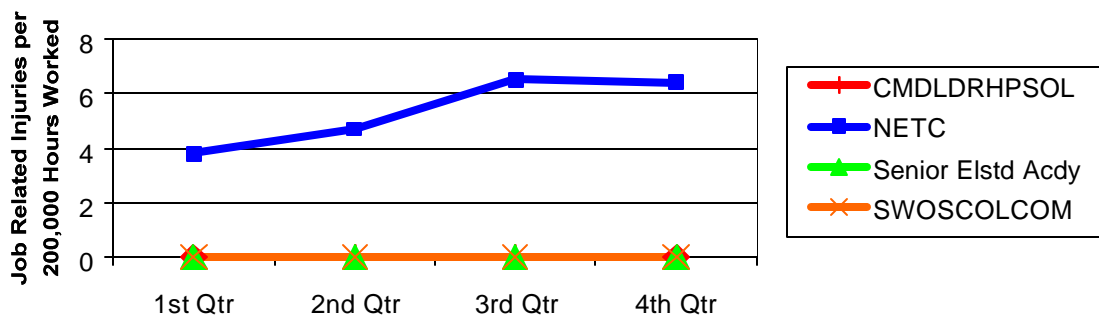
### NAVAL AIR STATIONS FY 00 MILITARY ON DUTY CASE RATES (Includes all training injuries and first aid case)



### NAVAL STATION FY 00 MILITARY (ON DUTY) CASE RATES (Includes all training injuries and first aid cases)

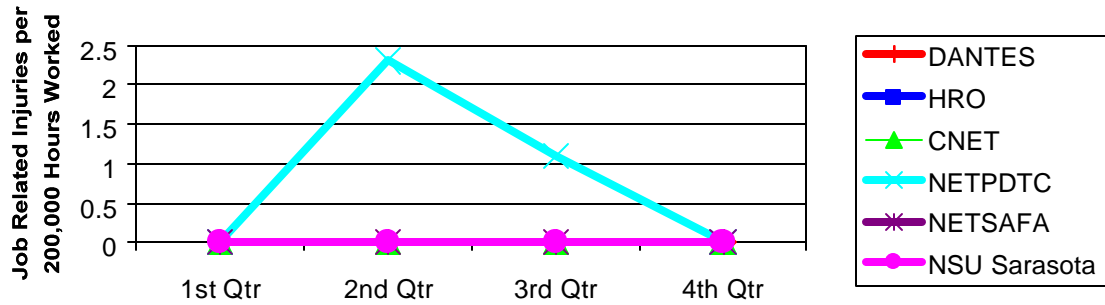


### NEWPORT FY 00 MILITARY (ON DUTY) CSE RATES (Includes all training injuries and first aid cases)



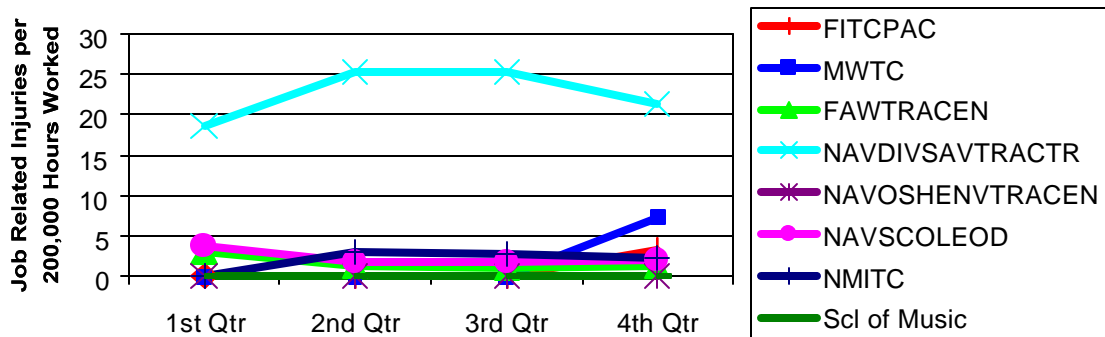
### OTHER ADMINISTRATIVE ACTIVITIES FY 00 MILITARY (ON DUTY) CASE RATES

(Includes all training injuries and first aid cases)



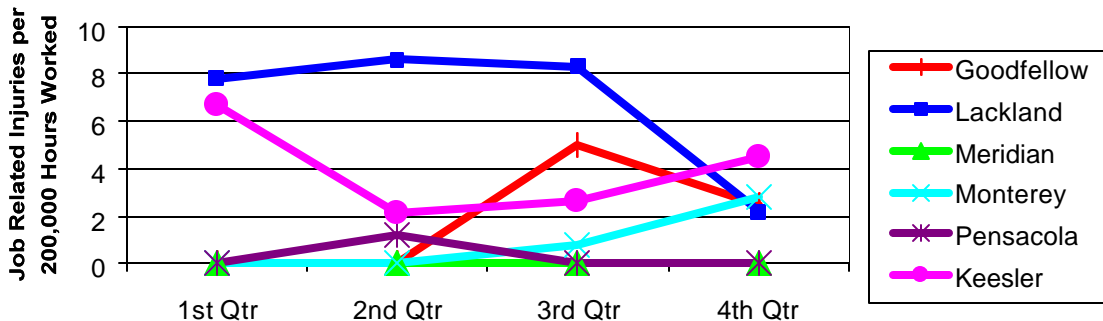
### OTHER SCHOOLS FY 00 MILITARY (ON DUTY) CASE RATES

(Includes all training injuries and first aid cases)



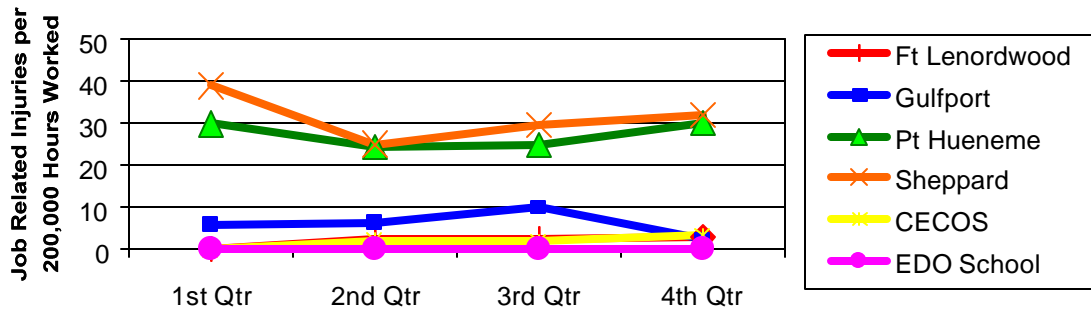
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(Includes all training injuries and first aid cases)



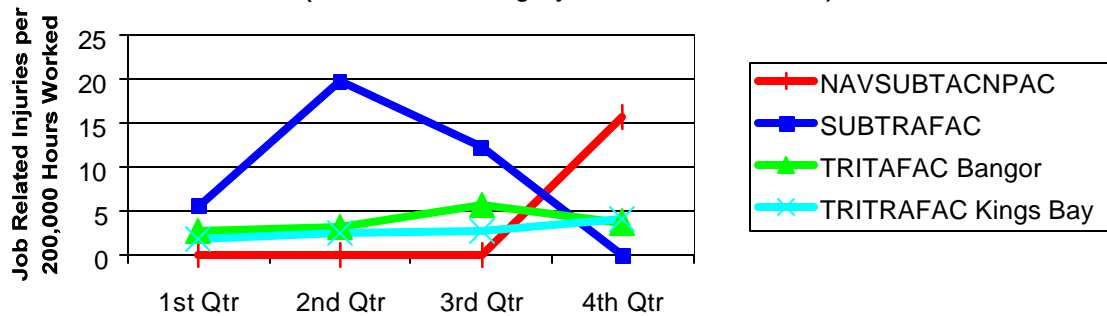
## SEABEES FY 00 MILITARY (ON DUTY) CASE RATES

(Includes all training injuries and first aid cases)



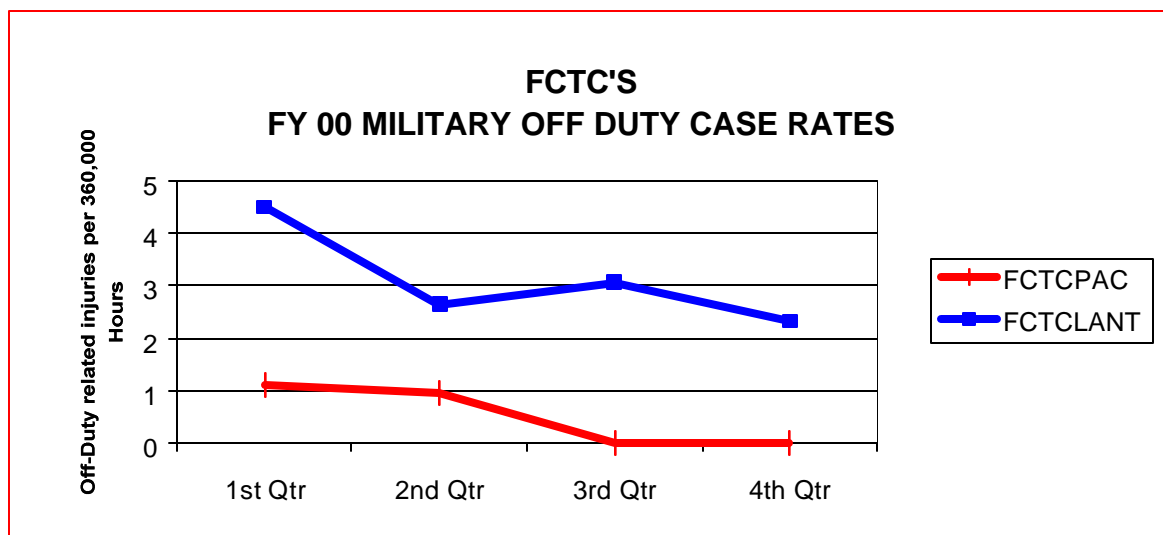
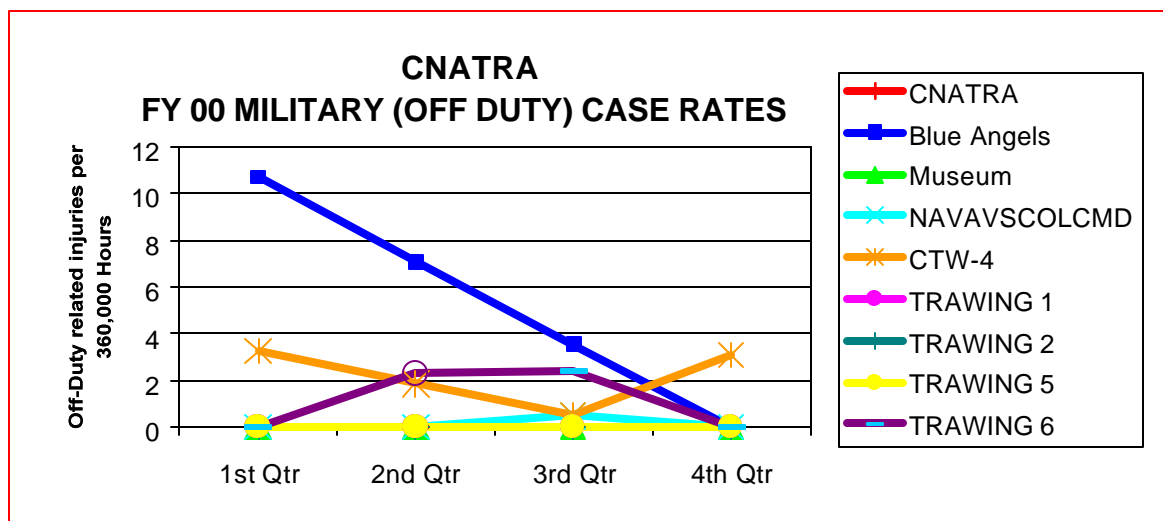
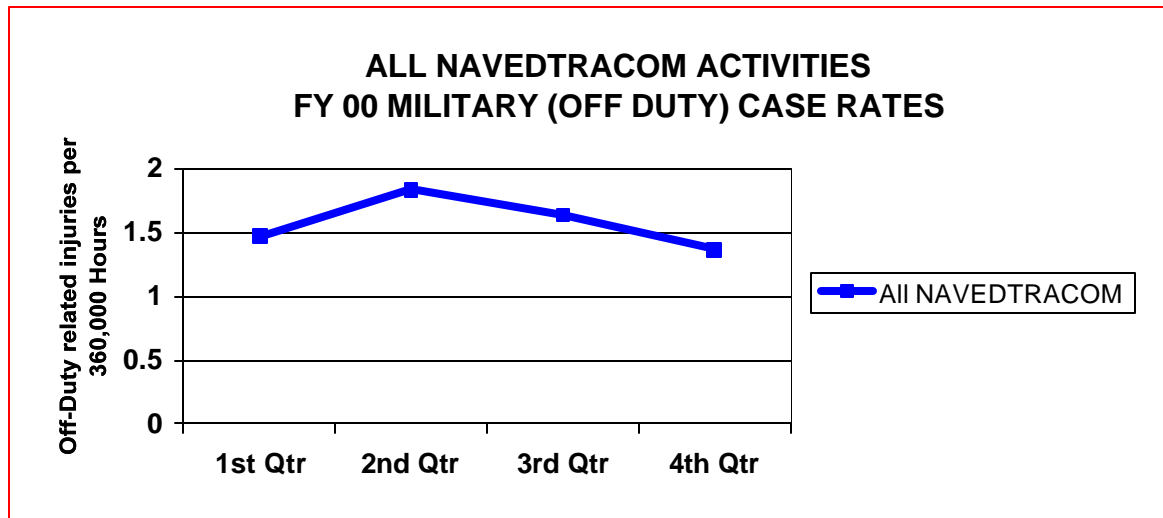
## SUBMARINE SCHOOLS FY 00 MILITARY (ON DUTY) CASE RATES

(Includes all training injuries and first aid cases)

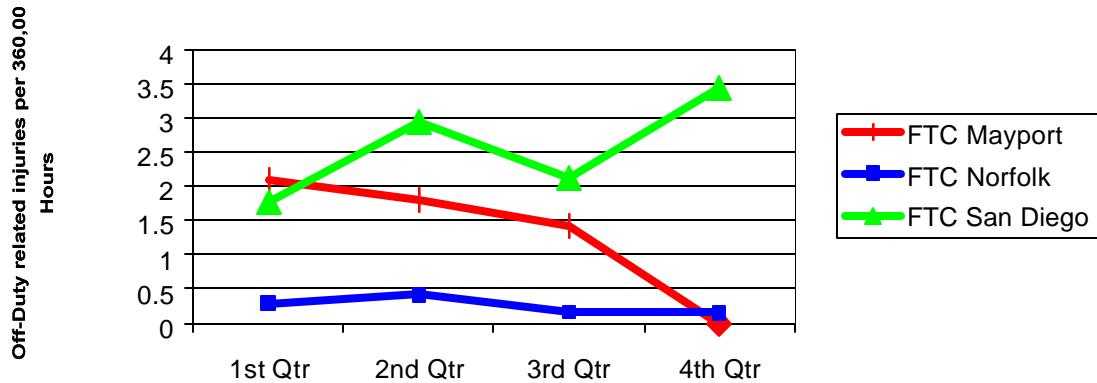




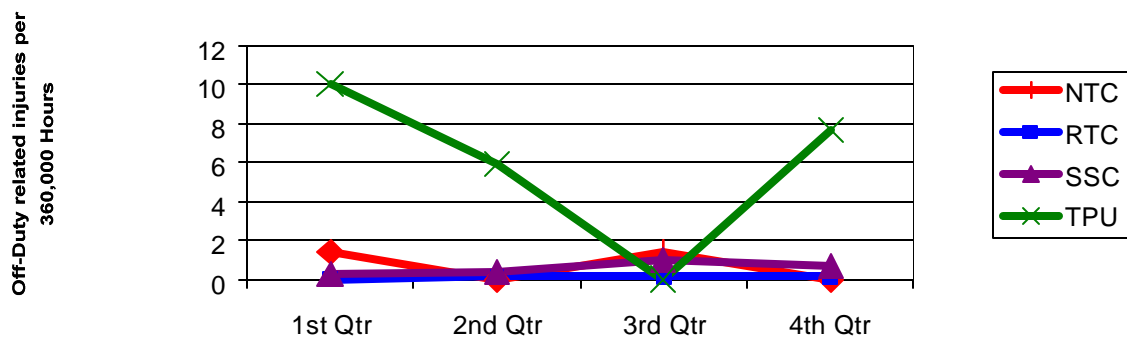
## APPENDIX E MILITARY OFF-DUTY MISHAP RATES



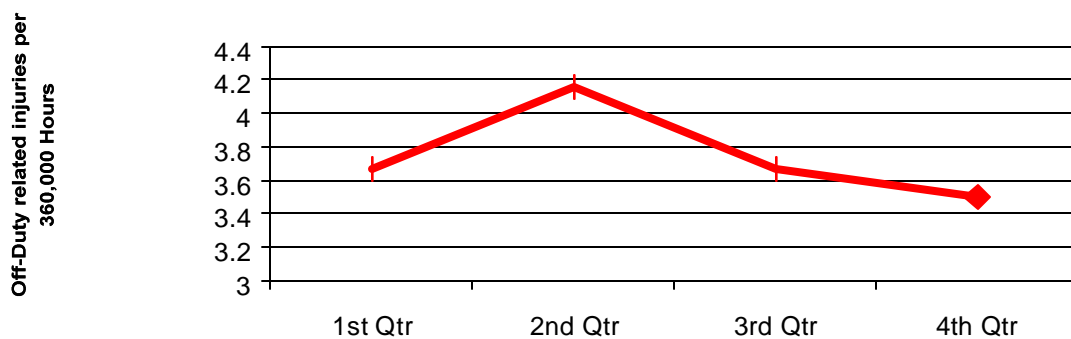
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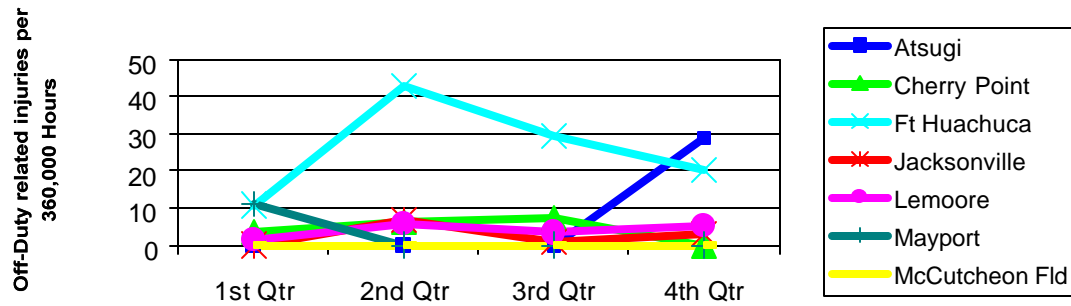
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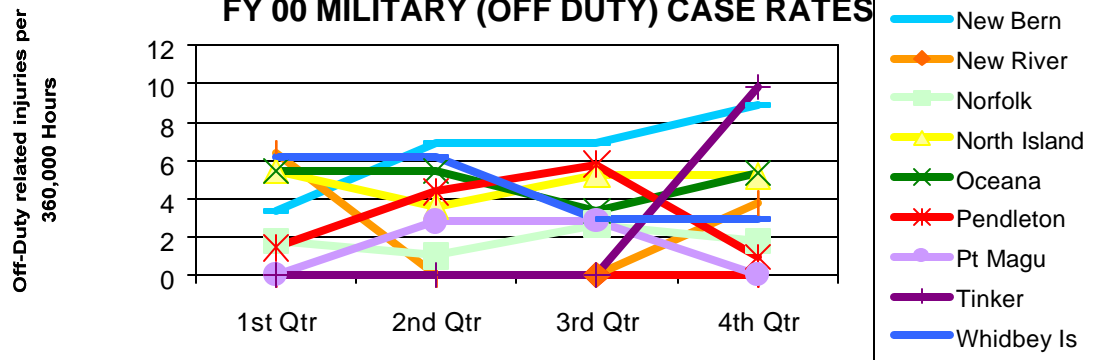
### NAMTRAGRU (ALL ACTIVITIES) FY 00 MILITARY (OFF DUTY) CASE RATES



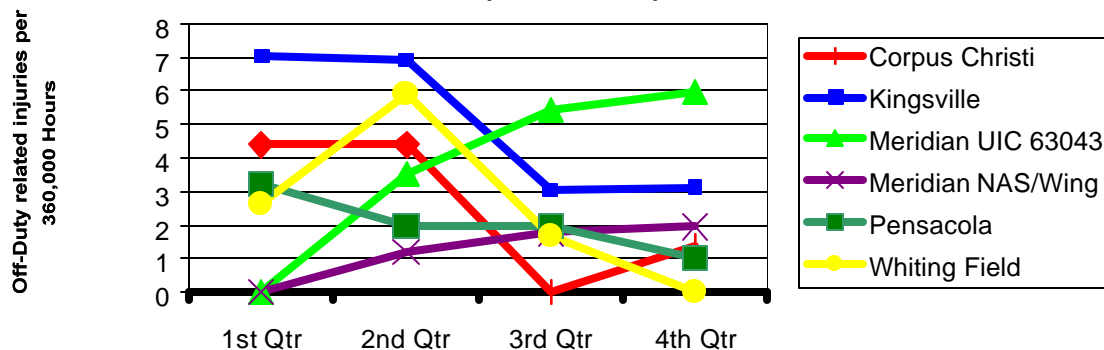
### NAMTRAGRU A thru M FY 00 MILITARY OFF DUTY) CASE RATES

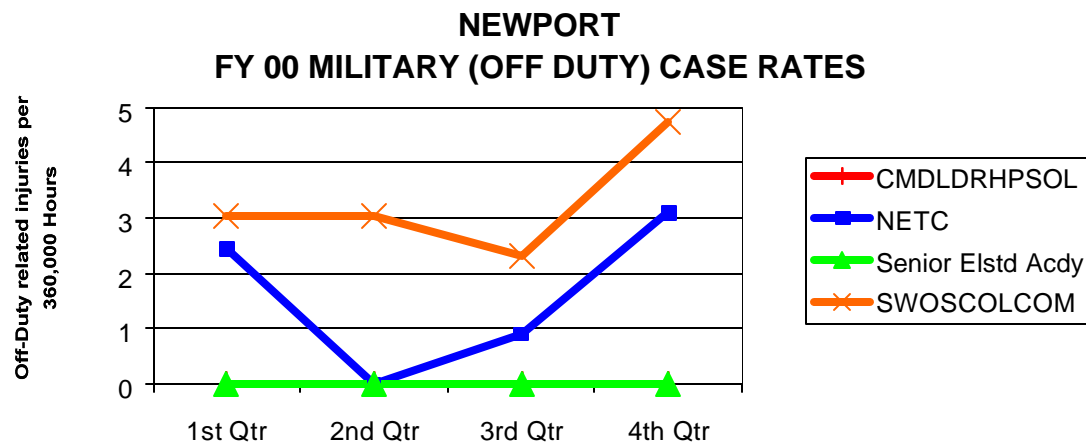
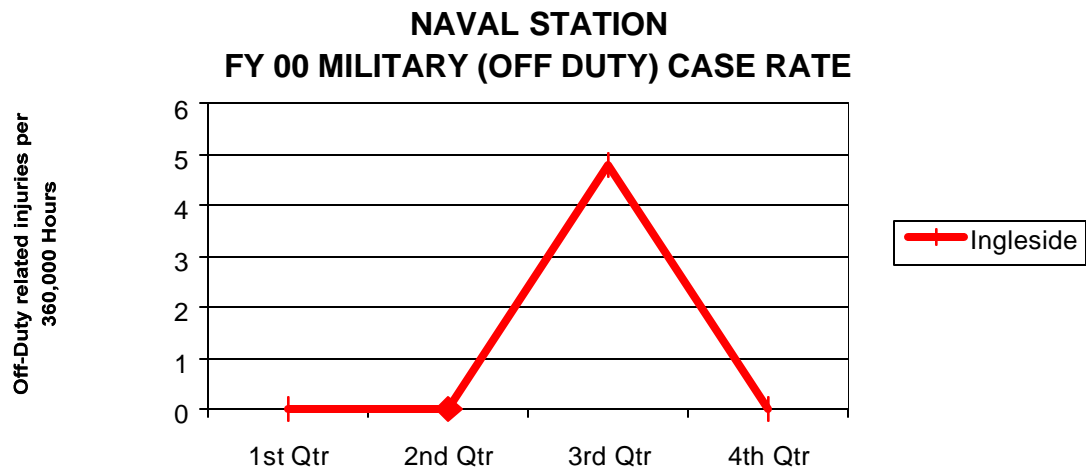
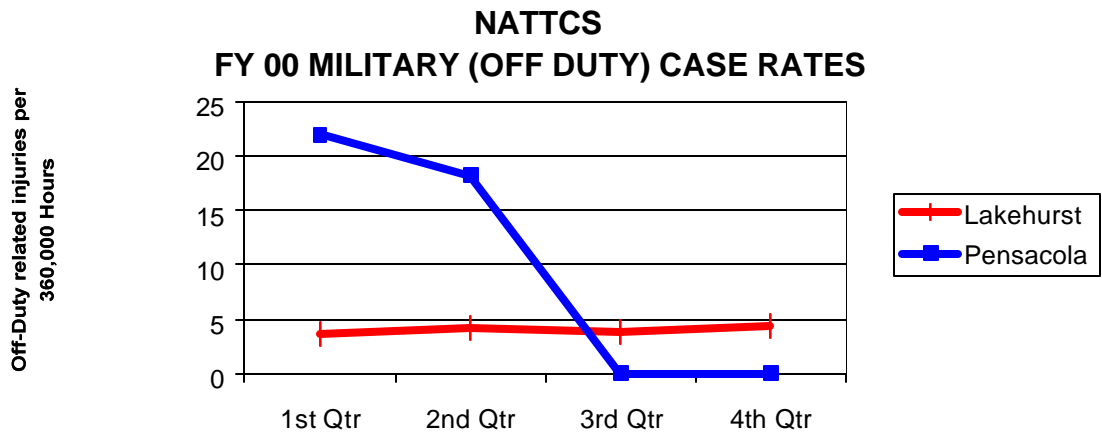


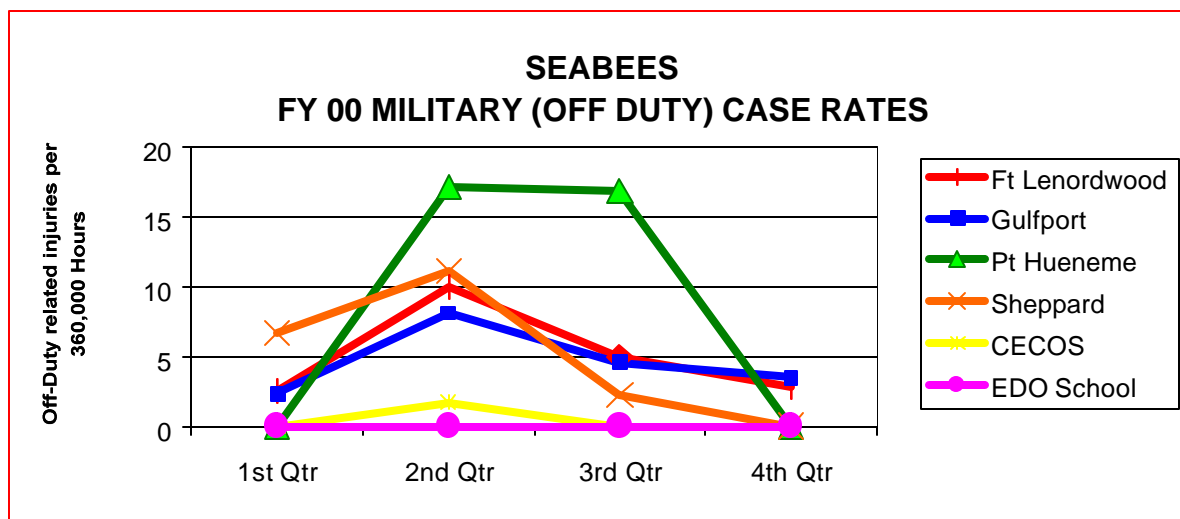
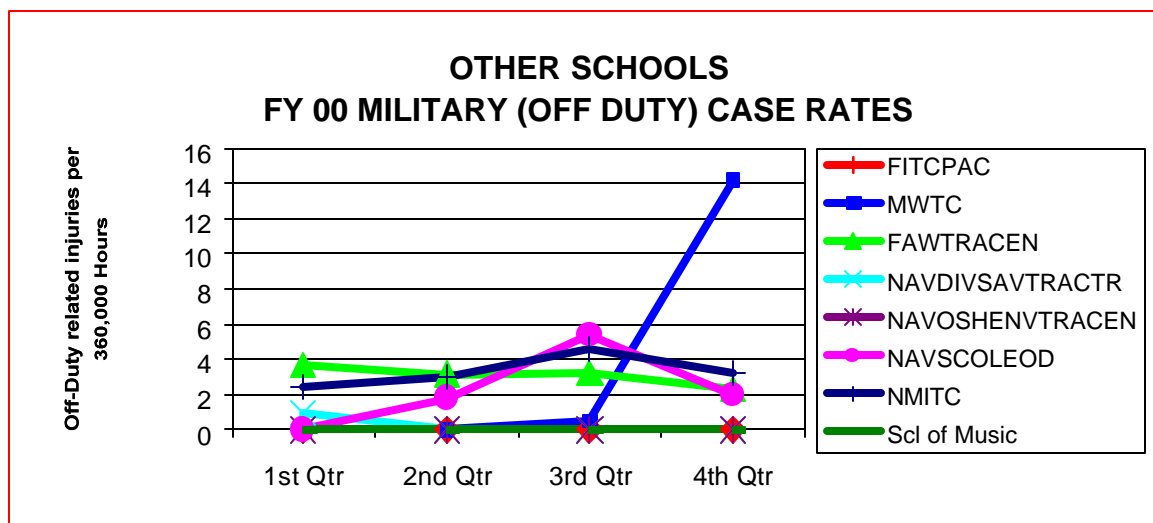
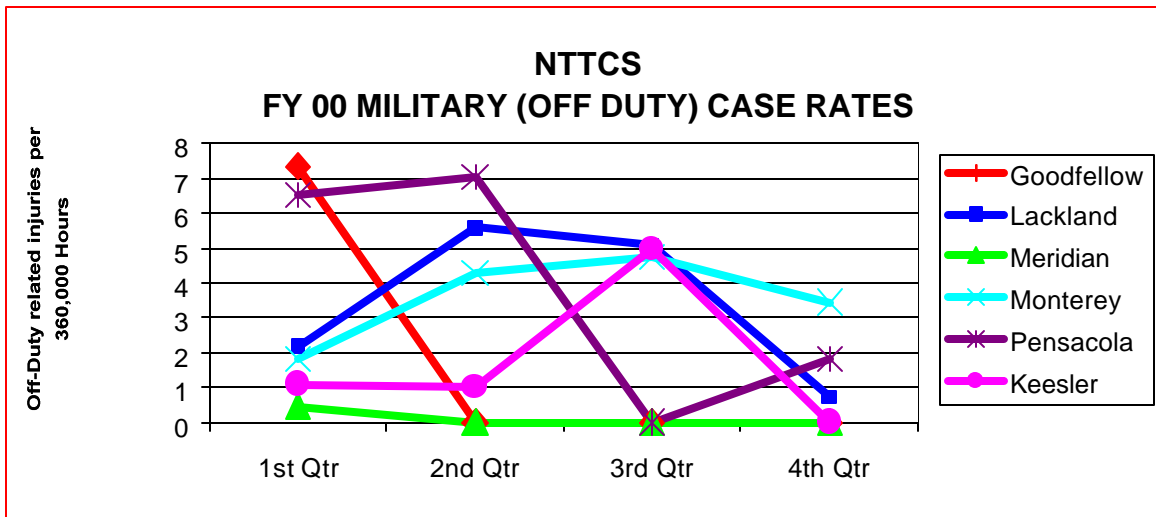
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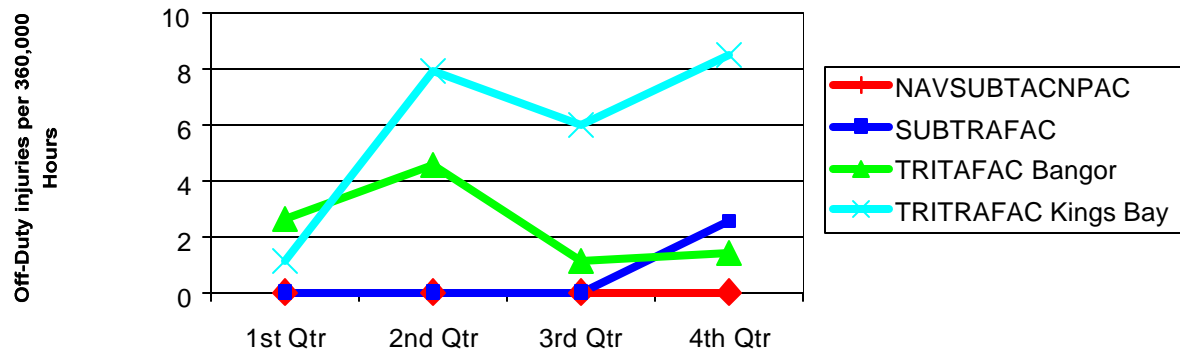
### NAVAL AIR STATIONS FY 00 MILITARY (OFF DUTY) CASE RATES







### SUBMARINE SCHOOLS FY 00 MILITARY (OFF DUTY ) CASE RATES



## FECA CHARGEBACK COSTS

